

FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE

(Pursuant to Government Code Section 11380.1)

RECEIVED FOR FILING

AUG 5 1955

Division of Administrative Procedure

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(GOV. CODE 11380.2)

AUG 5 1955

Division of Administrative Procedure

Copy below is hereby certified to be a true and correct copy of regulations adopted, or amended, or an order of repeal by:

State Department of Social Welfare

(Agency)

Dated:

August 5, 1955

By:

George J. Wyman

Director

(Title)

FILED

in the Office of the Secretary of State
of the State of California

AUG 5 1955

At 4:50 o'clock P.M.

FRANK M. JORDAN, Secretary of State

By:

Assistant Secretary of State

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A-515 RESIDENCE OF A MARRIED WOMAN

A-515

When a husband and wife are living together it is presumed that they have the same residence. However, this presumption may be refuted when the facts show that each has a separate residence. Under the OAS law either a husband or wife may by act and intent establish or retain a residence which differs from that of his or her spouse. Proof of such separate residence must be established. Residence is neither gained nor lost as a result of marriage.

To qualify for OAS the applicant whether it be a husband or wife must personally meet the residence requirements set forth in Sec. A-510, Length of Residence.

(W&IC 2140, 2161)

These regulations are designated to be effective September 7, 1955.

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A-725 OWNER OF PERSONAL PROPERTY

A-725

Ownership of personal property shall be verified to establish that property holdings are within the limitations of the code.

The term "owner" includes all persons who hold either legal or equitable title to personal property, regardless of its location.

Personal property is considered to be owned if it is held under any of the following conditions: (See Sec. A-745, Encumbrances.)

1. Clear of all indebtedness;
2. Subject to a mortgage, or other obligation against it, or if it has been placed as collateral;
3. Subject to purchase from another party under a conditional sales contract;
4. Subject to sale to another party under a conditional sales contract;
5. In an undistributed estate if the property is in fact available prior to distribution of the estate;
6. In a trust if the property is in fact available in whole or in part.

Personal property may be owned:

1. As separate property;
2. As community property;
3. In joint tenancy;
4. In tenancy in common;
5. In a partnership;
6. By a corporation.

Personal property owned by minor children of an applicant or recipient shall not be considered in determining eligibility. Likewise, insurance policies on the lives of minor children are considered the property of the child. The cash surrender value does not affect the eligibility of the parent. Emancipation of the child has no bearing on the ownership of such insurance.

Proceeds including trust deeds received by an applicant or recipient from the sale of real property are considered as real rather than personal property for a period not to exceed one year from the time of receipt provided the proceeds are retained for purchase of a home. (See Sec. A-765, Conversion of Real or Personal Property.)

(W&IC 2140, 2163, 2163.1, 2163.2, 2163.4, 2163.5, 2163.7, 2165d)

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A-740 DIFFERENTIATION OF PERSONAL PROPERTY
AND INCOME

A-740

When money is received by a recipient, decision must be made as to whether such money represents income or whether it represents personal property immediately upon receipt. In general, the source of the money and the recurrence of the payment are the determining factors. Net proceeds from the following sources are to be considered personal property:

1. Payments received because of judgments or as out-of-court settlements, or nonrecurring lump sum payments received because of compensation laws; as used herein judgment refers to a punitive judgment granted because of damages sustained by the person or his property. (See Sec. A-735, Evaluation of Personal Property.)
2. Personal property received through inheritance, either by will or succession.
3. Cash received in a lump sum by the insured from the surrender or maturing of insurance policies.
4. Cash received by the recipient as beneficiary of an insurance policy or policies carried by the deceased spouse, including OASI lump sum death payments received by the recipient as spouse of an insured worker;
5. Cash received as a refund of excess premium payments (special dividend) on National Service Life Insurance;
6. Nonrecurrent lump sum payments received by the recipient and/or his spouse from retirement or pension systems of which he or she was a former member; for example, State Employees Retirement System, Federal Employees Retirement Fund under the U.S. Civil Service Commission, retirement plans of private corporations, etc.;
7. The net return resulting from the sale of real or personal property, including the proceeds resulting from the sale of an entire holding of livestock, poultry, etc. Exception: Proceeds (cash and securities including trust deeds) received from the sale of real property shall not be considered in determining personal property holdings for one year after receipt, provided the proceeds are to be used to purchase a home; (See Sec. A-765, Conversion of Real or Personal Property.)
8. Personal income tax refunds.

(W&IC 2140, 2163, 2165d)

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A-765 CONVERSION OF REAL OR PERSONAL PROPERTY

A-765

Real property may be converted to personal property, and vice versa, without causing ineligibility provided the real or personal property received together with other real or personal property holdings are not in excess of the maximum permitted in the code. The status on the date that the warrant is due for delivery determines eligibility to continue to receive aid.

Example: A recipient of OAS sold real property assessed at \$1000 for cash amounting to \$2300 on July 15. A week later he purchased property assessed at \$1300 for \$2400 cash. He had reported \$250 cash on hand at time of last reinvestigation. Had his personal property assets exceeded the amount allowed in OAS on August 1, he would have been ineligible for aid on that date. Since he converted his personal property holdings into real property before that date, he was eligible for the August payment as the assessed value of the new property, together with the county assessed value of his other real property, was not in excess of that permitted by the OAS Law.

Personal property of one type may be converted into personal property of another type, and eligibility continue, so long as the value of personal property holdings does not exceed the maximum allowable under the law, e.g., the exchange of stocks and bonds for cash, or the exchange of equipment for a car and vice versa.

If the applicant or recipient sells real property (title passing to the buyer) and plans to utilize the proceeds from such sale to purchase a home for his own occupancy, the proceeds (cash and securities, including trust deeds) from such sale represent real property until the purchase is made, or the expiration of one year from the time of receipt of the proceeds, whichever is earlier. The county assessed value of property sold shall be used in determining the real property value of proceeds from sale of the home.

If a home is purchased within a one year period and the cost of the home is less than the proceeds received from sale of real property, the balance shall be considered personal property as of the first of the following month. However, if the recipient must make immediate repairs in order that the purchased property will provide a suitable home for himself, allowance for the cost of such repair shall be made when determining whether the cost of the home is less than the proceeds received from the sale.

Inquiry shall be made regarding the applicant's or recipient's plan for using such funds as soon as information regarding the sale is received. The plan, as reported by the applicant or recipient shall be recorded in the case record.

(W&IC 2140, 2165d)

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A-1020 LIABILITY OF RESPONSIBLE RELATIVES WITHIN STATE
(Subsection C only)

A-1020

C. ADULT CHILD

An adult child's maximum liability for support of a parent is determined by the Relatives' Contribution Scale. The maximum liability for two living parents is the same as for one parent.

The degree of legal responsibility for which recovery action may be initiated for an adult child living in the home of the applicant or recipient shall be measured according to the Relatives' Contribution Scale in the same manner as though he were not in the home. Payment of room and board by an adult child does not alter his degree of legal responsibility as this represents an item of expense which must be met regardless of where the child lives.

Allowances for parents, brothers, sisters, and grandchildren of servicemen are entirely voluntary and may be terminated at any time by the serviceman. Applicants and recipients shall not be required to request such allowances as a condition to the granting of aid.

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A-1040

RELATIVES

Old Age Security

A-1040 DEFINITION OF GROSS AND NET INCOME UNDER RELATIVES
CONTRIBUTION SCALE

A-1040

A. GROSS INCOME

The gross income of an adult child is the total of the child's income from all sources.

The gross income of a married daughter is the sum of:

1. Her own earnings, but not those of her husband
2. Income constituting her separate property

The gross income of a married son is the sum of:

1. His own earnings, but not those of his wife
2. Income constituting his separate property
3. All community income except earnings of his spouse. This includes community income from real or personal property, civil and military pensions, unemployment compensation, etc.

B. NET INCOME

The net income of an adult child is determined by deducting from his total gross income

1. Traveling expenses shall include only those expenses incurred while away from home in pursuit of a trade or business which are not reimbursed by the relative's employer. (This does not include transportation costs from home to place of business.)
2. Necessary expense such as taxes, upkeep, repairs, etc., in connection with income from any real or personal property.
3. Expenses necessary to the operation of the business or farm operation of the self-employed child. Expenses of operating a business, or conducting a farm operation, include overhead, interest and principal payments on encumbrances, depreciation, and all other expense, including travel expense, necessary to operate and maintain the enterprise and preserve the capital investment. Obligations relating to the business or farm operation which are due and unpaid are recognized when determining net income therefrom.

After making these deductions 20% of the remainder is deducted to determine total net income. No deduction shall be made for living expenses, social security taxes, other insurance or retirement contributions (voluntary or involuntary) personal income taxes, stock or bond deductions of any kind.

(WIC 2140, 2181)

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A-1090 ACTION AGAINST RESPONSIBLE RELATIVES WHO REFUSE TO CONTRIBUTE
TO THE EXTENT OF THE LIABILITY ESTABLISHED BY THE
COUNTY BOARD OF SUPERVISORS

A-1090

If the person receiving aid has within the state a spouse or adult child pecuniarily able to support said person but who is not supporting or contributing to the extent of his ability as determined by the board of supervisors or its authorized representative in accord with the Relatives' Contribution Scale (or a lesser amount as established by the board in unusual cases), the board of supervisors shall request the district attorney or other civil legal officer of the county granting aid to proceed against such relatives in the order of their responsibility to support. Upon such demand, the district attorney, or other legal officer shall, on behalf of the county, maintain an action against the relative in the Superior Court of the county granting aid. Such action shall be for the purpose of recovering such portion of the aid granted as the relative is able to pay and to secure an order requiring the payment of any sums which may become due in the future for which the relative may be liable. If the district attorney or other civil officer of the county determines for any reason that an action should not be brought, a report of his findings and the reason therefor shall be made to the board of supervisors of the county.

The responsible relative shall be held liable to reimburse the county for such portion of the aid advanced to the recipient of OAS as he is able to pay, but only from the date the board of supervisors makes a finding as to liability of the particular relative and provided the relative has failed to contribute in accord with that liability. The board of supervisors' finding as to a relative's liability shall not retroact to apply to a period prior to the date on which the board of supervisors made a finding of liability on the part of the relative.

An adult child who was abandoned for 3 years or more while under the age of 16 by a parent who was physically and mentally able to support him, and which parent is now an applicant for or a recipient of OAS, may apply to the board of supervisors for an order freeing him from responsibility to support such parent. The application shall be made in the county responsible for granting aid. When application is made the adult child shall produce proof that the parent was physically and mentally able to support him during the period of abandonment. This may be established by a person, other than the applicant or recipient, who was in a position to know the facts, by documentary or other reliable evidence. If the board denies, or fails to act upon the application within 30 days, the adult child is entitled to file a petition under the provisions of Civil Code Sec. 206.5, requesting the Superior Court to free him from the obligation to support.

(W&IC 2224; AGO NS 5145; CC 206.5, CC 206.7)

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A-1280

DETERMINATION OF NEED

Old Age Security

A-1280 SPECIAL NEED TO MEET PAYMENT ON DEBTS

A-1280

Required payments on an existing encumbrance against the home of an applicant represent a need to be considered in determining the cost of housing, irrespective of the purpose for which the debt was incurred. Required payments on indebtedness secured by an applicant's furniture or some other item of personal property represent a special need if the item of personal property is a current necessity, irrespective of the purpose for which the debt was incurred. Required payments on an automobile which is a current necessity represent special need. Total need allowance for such payments together with other transportation costs may not exceed \$15.00 a month as provided for in Sec. A-1245, Special Need for Transportation.

If a secured debt is incurred or increased while a recipient of aid the reason for such new indebtedness shall be determined. If the secured indebtedness was increased or incurred for purpose of purchasing some item which could not be recognized as a need, the increase in the required encumbrance payment (or the required payment on a new encumbrance) shall not be recognized as a need when determining total need. Likewise such increase in the required encumbrance payment shall not be considered when determining net occupancy value.

Example 1: A recipient placed an \$800 second mortgage on his home which sum was borrowed to purchase an automobile. This additional encumbrance increased the required monthly encumbrance payment from \$17.30 to \$31.50 per month. An automobile is not required for necessary transportation. In determining need for housing the required encumbrance payment on the home shall continue to be allowed on the basis of \$17.30 per month.

Example 2: A recipient entered into a new contract for paying off the remaining \$800 due on the encumbrance on his home. Under the new arrangements the monthly payments would be reduced but would extend over a longer period. At the same time the encumbrance was increased by \$400 which sum was borrowed to finance a trip. The required monthly payment on the \$1,200 total indebtedness is \$18 a month (principal and interest). Of the total indebtedness $\frac{2}{3}$ ($\frac{800}{1,200}$) represents the amount due on the original loan. The amount of encumbrance payment to be considered in determining housing need is $\frac{2}{3}$ of \$18 or \$12.

Example 3: A recipient secured a \$300 loan against his home to provide a required new roof. This represents the only encumbrance. He still owes \$280 on the encumbrance and the required monthly payments (interest and principal) are \$14 a month. The roof repair represented a need and the need for money to pay off the remaining encumbrance represents a special need which is allowed in determining the housing need of the recipient.

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Old Age Security

DETERMINATION OF NEED

A-1280

A-1280 (Continued)

A-1280

The required monthly payment on an encumbrance placed by a recipient against his home shall not be considered a current need if the grant plus the income has equalled total need which included allowance for the item for which the property was encumbered (or the encumbrance increased).

Example 4: The recipient's total need including prorated monthly taxes has been such that his grant and his income equalled his total need. He borrows \$150 to pay his taxes, and gives a mortgage on his home as security for the loan. This represents the only encumbrance on his home. Required payments on the loan shall not be considered as a housing need and the full occupancy value continues to represent income.

The need for money to pay an unsecured debt incurred while an applicant for or a recipient of aid represents a special need if the debt is for, or was incurred to pay for:

1. A current necessity such as a prosthetic appliance, necessary housing repairs if the cost is \$10 or more, necessary household equipment as defined in Section A-1240, etc.

or

2. Medical care.

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CALIFORNIA-SDSW-MANUAL-OAS

REVISION 242

Revised July 23, 1954
Effective September 1, 1954

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A-1280

DETERMINATION OF NEED

Old Age Security

A-1280 (Continued)

A-1280

Special need allowance for monthly payments on the foregoing unsecured debts shall be limited to a fourteen-month period (14 months following the month in which the need occurred) whether or not full allowance for the payment of the indebtedness will be made within this time limit. Allowance for payments on debts for items within the definition of medical care (see Sec. A-1260) shall be allowed to meet the actual amount of the debt not to exceed the ceilings set forth in the sections covering such items as hearing aids, glasses, dentures, dental care, etc. For other types of medical care, allowance on the total unsecured debt for any one illness occurring within a single year shall not exceed \$300.

No allowance shall be made for required payments on an unsecured debt incurred prior to date of application.

Special need for payments on secured or unsecured debts as referred to herein shall be allowed beginning with the month in which the debt is reported. Exception: Allowances for payment on such debts shall be made beginning with the month following the occurrence which gave rise to the debt when report was made as soon as could reasonably be expected under special circumstances as stated in Sec. A-1316, Item 11d.

(W&IC 2140)

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A-1302 BEGINNING DATE OF AID

A-1302

A. NEW APPLICATIONS AND RESTORATIONS

The beginning date of aid on every application or restoration, (except an automatic restoration, or a restoration following a discontinuance because of employment, see Secs. A-280, Restoration of Aid, and A-288, Authorization of Aid Following Discontinuance Due to Employment) is determined as follows:

1. Aid shall begin on the date the application is signed or request for restoration is made if county action granting aid is taken in the same month.

Example 1: Application signed September 6 and granted September 21.
Aid begins September 6.

2. Aid shall begin on the first day of the month in which the application or restoration is granted if the application was signed or restoration requested in a previous month, and the county grants aid within 60 days or less.

Example 2: Request for restoration of aid made on September 15 and granted October 3. Aid begins October 1.

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A-1302 (Continued)

A-1302

3. If the application or request for restoration is granted on the sixty-first or some subsequent date after the application or request for restoration, aid shall begin on the first of the month in which the county grants aid, or from the first of the month following the expiration of the 60-day period, whichever is earlier. (See Sec. A-1316, Retroactive Aid Payments)

Example 3: Application signed July 15 is granted September 18. The 60-day period ended September 13. Aid is paid beginning September 1 as the first of the month in which the application is granted is earlier than the first of the month following the end of the 60-day period.

Example 4: Application signed July 5. The 60-day period ended September 3. Application granted November 8. Aid is paid beginning October 1 as the first of the month following the end of the 60-day period is earlier than the first of the month in which the application is granted.

4. If an application was improperly denied and such erroneous action is corrected aid shall begin on the date aid would have begun had there been no denial action. (See Sec. A-1316, Retroactive Aid Payments)
5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (See Sec. A-1314, Payments Made Upon the Order of the SSWB)

The day following that on which an application is signed or restoration is requested is the first day of the investigation period. When the 60th calendar day falls on a Sunday or legal holiday the following day is considered the last day of the investigation.

The beginning date of aid shall not precede the signing of the application or the date of request for restoration of aid. Exception: If the recipient transfers from one county to another, the beginning date of aid in the second county may precede the signing of the application in the second county. (See Sec. A-1420, B-1, Procedure for Transfer of Aid.)

If the application is signed within 60 days prior to the date on which the applicant will become 65 years of age the beginning date of aid shall not be prior to the date on which the applicant became 65 years old.

If investigation established eligibility only from a date subsequent to the date when aid would be effective under the provisions of W&IC Sec. 2180.5, or 2180.6, aid shall not be granted prior to the date on which the applicant became eligible as established by the investigation. Under such circumstances a statement of the specific reason for the later beginning date of aid shall be made on the aid authorization document.

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A-1302 (Continued)

A-1302

B. RESTORATION FOLLOWING DISCONTINUANCE DUE TO EMPLOYMENT

The effective date of restoration following discontinuance because of income from employment shall be the date of request when aid is granted in the month in which request is made. Otherwise the beginning date shall be not later than the first of the month following that in which request for restoration is made. The effective date shall be the same whether the request for restoration is made in the county that discontinued aid or in any other county. (See Sec. A-288, Authorization of Aid Following Discontinuance Due to Employment, governing authorization and delivery of payment within 30 days from the date of request, and requirements when aid is restored conditionally.)

Example 5: Aid discontinued for employment 1-31. Restoration request signed 5-17. Investigation completed and aid authorized 6-4, effective 6-1. (First of the month following request.)

Example 6: Aid discontinued 3-31 because of employment. Restoration request signed 9-2. The facts as to eligibility are not available by 9-27 the last day on which aid can be authorized and the warrant delivered before the expiration of 30 days from the request. The man's statement indicates presumptive eligibility and aid is authorized conditionally on 9-27, effective from 10-1. (First of the month following request)

(W&IC 2140, 2180.1, 2180.5, 2180.6, 2183.9, FSSA)

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Old Age Security

AID PAYMENTS

A-1321

A-1321 INSTRUCTIONS FOR CODING REASONS FOR DISCONTINUANCE ON Ag 278

A-1321

The code for the reason for discontinuance of Old Age Security shall be entered in the space designated for that purpose in Item 16 of Form Ag 278, Authorization to Pay, Deny, Suspend, or Discontinue Old Age Security. If several reasons apply, enter the code for the one which occurred most recently. If several reasons occur simultaneously, enter the code for the applicable reason appearing first on the list. (The codes will be tallied and summarized in a monthly report to the SDSW, Sec. S-170.)

Code reasons for discontinuance as follows:

Code 96. TRANSFERRED FROM OAS (DIRECT) TO OAS (VENDOR): The recipient has been paid the entire grant but action was taken to pay all or part of the grant in his behalf to a public medical institution.

Code 97. RELEASED-TRANSFERRED FROM OAS (VENDOR) TO OAS (DIRECT): The recipient on whose behalf all or part of the grant was being paid to a public medical institution is released from the public medical institution, or left voluntarily, and action is taken to provide for the payment of the entire grant directly to the individual.

Code 98. DEATH - TRANSFERRED FROM OAS (VENDOR) TO OAS (DIRECT): As a result of the death of a recipient on whose behalf all or part of grant was being paid to a public medical institution, the case is transferred to OAS (Direct) to allow payment of the remainder of the grant, for the month in which he died, to the decedent, to the executor of his estate or to any other designated individual.

Code 99. DEATH (Exclude deaths in transfer cases reported under Code 98.)

Code 89. TRANSFERRED TO ANOTHER COUNTY: Aid is discontinued because the recipient has moved to another county and aid is being furnished by the other county.

Code 69. ADJUSTMENT FOR OVERPAYMENT: Aid of an eligible recipient is discontinued for the first and/or second month following overpayment to adjust for same.

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A-1321

AID PAYMENTS

Old Age Security

A-1321 (Continued)

A-1321

INCOME REASONS

Codes 01 and 02. Earnings of recipient: Include earnings from new employment, new employment and increased earnings. Also include earnings from self-employment. Include income derived from roomers and/or boarders in the household, if the recipient is responsible for management of the household. If the spouse is responsible for management of the household, use Code "03."

Code 01. County assisted in job placement: County made placement referral to an agency or employer or provided employment counselling.

Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "02."

Code 02. Recipient found own employment.

Code 03. Earnings or other resources of spouse: Earnings (including earnings from self-employment) or separate income of the recipient's husband or wife. Examples are rental of the spouse's separate property or income derived from roomers and/or boarders in the household when the spouse is responsible for management of the household. Include marriage or remarriage and assumption of support by spouse.

Code 04. Contributions from adult children: Support in cash or in kind.

Code 05. Monthly income from real property: Such as the net rental of property owned by the recipient or his share of net income from rental of community property.

NOTE: Do not use this code for "recurring lump-sum income" (see Sec. A-1118). Such cases should be reported under Code "06."

Code 06. Recurring lump-sum income: Income received at intervals of two months or more, in the same or in varying amounts, as defined in Sec. A-1118.

Code 07. Old Age and Survivors' Insurance: OASI benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

Code 08. Railroad retirement benefit: Benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."

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AID PAYMENTS

A-1321

A-1321 (Continued)

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Code 09. Military pension or benefit: Veterans benefits, serviceman's dependent benefits or any other benefits resulting from service in the armed forces by the recipient or a relative.

Code 10. Other pension or annuity: A monthly benefit, pension or annuity from any public or private source other than those listed for Codes "07" through "09" above. Use Code "06" if this income recurs at intervals of two months or more.

Code 11. Other income: Income from sources other than those listed above, e.g., contributions from friends, unemployment or disability insurance, income from personal property, etc.

PROPERTY REASONS

Code 20. Increased real property holdings: Additions to the real property of recipient and/or spouse have caused the net assessed value of total real property to exceed that permitted under the OAS law.

Code 21. Increased assessment of real property: The assessed value of the recipient's and/or spouse's real property has been increased so that the net assessed value exceeds the legal maximum, but there has been no increase in holdings.

Code 22. Refuses to comply with real property utilization requirements: The recipient refused to utilize his real property holdings or to offer his property for sale if such sale is necessary as required by Sec. A-715.

Code 23. Increased personal property holdings: The net value of the recipient's personal property or of the combined recipient's and spouse's personal property has increased beyond the legal maximum.

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AID PAYMENTS

Old Age Security

A-1321 (Continued)

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PUBLIC INSTITUTION REASONS

Code 29. Admitted to public TB or mental hospital or in other public medical institution because diagnosed as TB or psychotic: Recipient admitted to a public institution maintained for the exclusive purpose of treating persons suffering from tuberculosis or mental disease or recipient admitted to any public medical institution as a result of a diagnosis of tuberculosis or psychosis.

Code 31. Patient in county infirmary (custodial care): i.e., for shelter and maintenance only. Include patients in a county hospital if for custodial care only.

Code 32. Inmate of other public institution: e.g., county jail, state prison, federal institution (including medical), etc.

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OTHER REASONS

Code 33. Accepted for ANB or APSB.

Code 34. Loss of state residence.

Code 35. Whereabouts unknown: All efforts to locate have failed.

Code 36. Discontinuance requested by recipient; no reason given for request.

Code 40 - 42. Change in state law or policy: These codes are to be used only for reporting specific changes in state law or policy. Do not use unless special instructions have been issued by the SDSW.

Code 50. Other: Reasons other than those listed above. Every effort should be made to classify a reason for discontinuance under one of the specific codes. Use this code only when no other reason is applicable.

(W&IC 115)

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(Pursuant to Government Code Section 11380.1)

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B-010 ELIGIBILITY REQUIREMENTS--GENERAL

B-010

Detailed analysis of eligibility requirements is given in the appropriate chapters of the Manual. The general requirements for eligibility for ANB and APSB are shown in the following chart:

	ANB	APSB
Blindness	Visual acuity of 20/200 or less in the better eye, with the aid of the best possible correcting glass, OR Central visual acuity, if better than 20/200, shall be considered as blindness only when the peripheral field has contracted to such an extent that the widest diameter of the remaining visual field is not greater than 20 degrees.	Same
Age	16 years	Same
Residence		
1. County	No specified period	Same
2. State	If blindness occurred <u>while not a resident of this state</u> , residence of 5 years of the 9 years immediately preceding the date of application, with 1 year's residence immediately preceding date of application. If blindness occurred <u>while a resident of this state</u> , no prior residence required.	Same
Citizenship	Not required	Same
Personal Property	If single, or separated from spouse, personal property, less all encumbrances of record, must not exceed \$1200.00. If married and living with spouse, who is also an applicant for or recipient of ANB, the combined personal property, less all encumbrances of record, must not exceed \$2000.00.	Real and/or personal property may be owned if the total assessed value, less all encumbrances of record, does not exceed \$3500.00. Life insurance policies which have been in effect at least 5 years are not included, up to a maturity value of \$1000.00. Money placed in trust for funeral expenses, up to \$500.00, is not included.
Real Property	The county assessed valuation of real property, less all encumbrances of record, must not exceed \$3500.00. Real property not used as a home must be utilized to meet the current needs of the applicant or recipient.	Additional real and personal property may be owned provided such additional property is necessary to implement the plan for self-support and the county assessed value does not exceed \$3,500.00, less encumbrances thereon of record.
Property Transfer	Must not have made a voluntary transfer of property to qualify for aid.	Same
Relatives	Responsible relatives are the spouse, parent, or adult children residing within the state and financially able to assist.	Same
Soliciting Alms	Must not solicit alms	Same
Institutional Residence	Persons living in public institutions may apply for aid, but must leave the institution after the receipt of the first monthly payment.	Same
Income	All income must be considered in determining the amount of the grant, except that a net monthly <u>earned income</u> not exceeding \$50.00 is exempt from such consideration.	Exempt annual income of \$1000 plus one-half of the excess thereof is allowed in determining the amount of the grant.
Plan for Self-support		The individual must have a reasonably adequate plan for self-support and give evidence that he is attempting to carry out that plan through a sincere and sustained effort.

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B-130 RIGHT TO MAKE REAPPLICATION

B-130

An applicant whose application for aid has been denied by the county, or whose appeal to the board of supervisors or SSWB has been denied, may not again apply for such aid until the expiration of ninety days from the date the previous application was denied except with the county's consent or on order of the SDSW, or until the condition because of which his application or appeal was denied, has been eliminated. The county shall accept such reapplication if a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility.

(W&IC 3088.5, 3474.5)

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B-406 REAL PROPERTY ELIGIBILITY REQUIREMENTS

B-406

1. ANB: Aid shall not be granted to any person who together with his spouse owns real property the county assessed valuation of which, less all encumbrances thereon of record, exceeds \$3500.00.

The separate real property of the spouse with whom applicant or recipient is not living in the same household shall not be included.

In cases of separation without intent to terminate the marital relationship, e.g., due to illness, employment, visits to relatives, etc., the separate real property of the spouse shall be included in determining the real property holdings of the applicant or recipient.

Real property owned by an applicant or recipient shall be utilized to provide for his current needs. (See Sec. B-436, Utilization of Real Property.)

2. APSB: Aid shall not be granted to any person who owns personal or real property, or both, the county assessed valuation of which, less all encumbrances thereon of record, exceeds \$3500.00. However, additional real or personal property may be owned provided that (1) such additional property is necessary to implement the plan for self-support, and (2) the county assessed value of such additional property does not exceed \$3,500.00 less encumbrances thereon of record.

The applicant's or recipient's sworn statement with regard to ownership of property is acceptable, except when information obtained from him is inconsistent or when conflicting information is received.

(W&IC 3047, 3047.01, 3047.02, 3047.2, 3075, 3447, 3460)

These regulations are designated to be effective September 7, 1955.

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B-442 PERSONAL PROPERTY ELIGIBILITY REQUIREMENTS

B-442

1. ANB: Aid shall not be granted to any person who owns personal property, the value of which, less all encumbrances of record, exceeds \$1200.00. Aid shall not be granted to any married person living with a spouse who is also an applicant or recipient of ANB if the combined value of the personal property of both spouses, less all encumbrances of record, exceeds \$2000.00. (The \$2000 limitation is not applicable when the spouse is also an applicant or recipient of OAS. It applies only when such spouse "is also an applicant or recipient of aid under this chapter, " (ANB), in accordance with the provisions of the W&I Code.) Combined personal property includes all separate personal property owned by either spouse and their community personal property.
2. APSB: Aid shall not be granted to any person who owns real or personal property or both, the county assessed value of which, less all encumbrances thereon of record, exceeds \$3500.00. However, additional real or personal property may be owned provided that (1) such additional property is necessary to implement the plan for self-support, and (2) the county assessed value of such additional property does not exceed \$3,500.00 less encumbrances thereon of record.

For eligibility for APSB only, personal property shall not include a policy or policies of life insurance on the life of the applicant or recipient which has or have been in effect at least 5 years prior to the date of application, if the net value of the policy or policies at maturity is in an amount not exceeding \$1000.00. The net cash surrender value of that portion of a life insurance policy or policies on the life of the applicant or recipient in effect five years or more which exceeds a net value at maturity of \$1,000.00 is considered personal property.

Personal property shall not include interment plots as defined in Section 7022 of the Health and Safety Code, nor money placed in trust or insurance for funeral or interment expenses or similar purposes, nor to any contract rights connected therewith if such money, insurance, or contract rights do not exceed \$500.00 in value.

(See Sec. B-463, for examples on APSB insurance exemption.)

The applicant's or recipient's sworn statement with regard to ownership of property is acceptable, except when information obtained from him is inconsistent or when conflicting information is received.

(W&IC 3047.2, 3047.21, 3075, 3447, 3447.1, 3460)

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B-582 DETERMINATION OF PECUNIARY ABILITY OF RESPONSIBLE RELATIVES

B-582

The board of supervisors or its authorized representative shall determine the pecuniary ability of all legally responsible relatives (spouse, parent, or adult children) residing within California to contribute to the support of the applicant or recipient. (See Sec. B-570, Contribution from Legally Responsible Relatives; Sec. B-546, Offer of Support as Income; Sec. B-234, Determination of Continuing Eligibility.)

If the information given by the relative on Form Bl 225, Statement of Responsible Relative of Applicant for Aid to the Blind, shows that he will contribute equal to, or more than, the amount specified by the Relatives' Contribution Scale, the board of supervisors or its authorized representative shall notify him of the amount of his liability under the scale and confirm the amount of the contribution by a letter or Form Bl 246-A to the relative. (See Sec. B-546, Offer of Support as Income)

The relative may state he will contribute less than his apparent liability, or that he will make no contribution. Should the relative submit information regarding his financial circumstances which he believes should be given consideration, the board of supervisors shall consider unusual circumstances in determining whether, or for what amount, the relative appears liable. Among the circumstances reported by the relative may be the expense to the relative of providing the applicant or recipient with free rent in a separate dwelling, apartment, etc. The value of such contribution in kind may not exceed \$15 insofar as the recipient is concerned. (See Sec. B-544) However, by providing free rent to the recipient the relative may be foregoing income in a greater amount than the value placed on the contribution in kind to the recipient. In evaluating the amount of the relative's contribution under such circumstances, recognition shall be given to the rental income which the property would normally provide rather than the value to the recipient of the free rent provided.

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RELATIVES

Aid to the Blind

B-582 (Continued)

B-582

If the relative appears liable, either for the maximum amount specified in the Relatives' Contribution Scale or for a lesser amount, the relative shall be notified of his liability either by use of Form Bl 246 or by letter. If the board of supervisors or its authorized representative finds the relative to have no liability, the facts supporting this conclusion shall be recorded in the case record.

If the county is unable to secure information regarding the pecuniary ability of the responsible relative to support on the Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225, an attempt shall be made to again contact the relative by a follow-up letter or an interview, if possible. The applicant shall be interviewed on the following points:

1. Amount of contribution now received from the responsible relative.
2. His knowledge, if any, regarding the financial status of the responsible relative.
3. His willingness and ability to secure the responsible relatives cooperation.
4. Date of applicant's last contact with the responsible relative.
5. Pertinent information concerning family relationships or attitudes that may prevent county from securing information from the responsible relative concerning his pecuniary ability to support.

If, as a result of additional effort, it has not been possible to secure a completed Form Bl 225 showing the financial circumstances of the responsible relative, a report of this fact shall be made to the board of supervisors. The board of supervisors may refer the matter to the district attorney or other civil legal officer for appropriate action under W&IC Secs. 3088 and 3474.

All efforts made or procedures followed in determining pecuniary ability of responsible relatives or in securing support from responsible relatives shall be recorded in the case record.

(W&IC 3075, 3088, 3460, 3474)

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(Pursuant to Government Code Section 11380.1)

Aid to the Blind

RELATIVES

B-583 RELATIVES' CONTRIBUTION SCALE

B-583

The Relatives' Contribution Scale sets forth the maximum degree of liability for support of applicants for or recipients of aid according to the relative's net income and number of dependents. The board of supervisors or its authorized representative shall determine the relative's liability at the amount specified by the scale, except that if an amount less than that specified by the scale is warranted by the financial circumstances of the responsible relative, the county board of supervisors itself shall fix the amount of the liability; in some cases the financial circumstances of the relative may be such that the board of supervisors will make a finding of no liability. The Relatives' Contribution Scale is not applicable to the spouse of an applicant or recipient when the spouse's income represents the community income of the couple. (See Sec. B-538, Division of Income with Spouse)

For purposes of the Relatives' Contribution Scale, a dependent is defined as a person for whom the relative provides the major portion of support in or out of the home. Only one relative can claim any given person as a dependent.

An applicant or recipient, or a responsible relative, may appeal directly to the board of supervisors concerning any determination made with respect to the degree of liability; or request the board of supervisors to determine whether the circumstances justify the fixing of liability below the amount specified in the scale.

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RELATIVES

Aid to the Blind

B-583 (Continued)

B-583

A. Net
monthly
income of
responsible
relatives in
family

B. Number of persons dependent upon income

1	2	3	4	5	6	7	8	9	10 and over
---	---	---	---	---	---	---	---	---	-------------------

C. Maximum required monthly contributions

200 or under----	0	0	0	0	0	0	0	0	0	0
201 - 225 -----	5	0	0	0	0	0	0	0	0	0
226 - 250 -----	10	0	0	0	0	0	0	0	0	0
251 - 275 -----	15	0	0	0	0	0	0	0	0	0
276 - 300 -----	20	0	0	0	0	0	0	0	0	0
301 - 325 -----	25	5	0	0	0	0	0	0	0	0
326 - 350 -----	30	10	0	0	0	0	0	0	0	0
351 - 375 -----	35	15	5	0	0	0	0	0	0	0
376 - 400 -----	40	20	10	0	0	0	0	0	0	0
401 - 425 -----	45	25	15	5	0	0	0	0	0	0
426 - 450 -----	50	30	20	10	0	0	0	0	0	0
451 - 475 -----	55	35	25	15	5	0	0	0	0	0
476 - 500 -----	60	40	30	20	10	0	0	0	0	0
501 - 525 -----	65	45	35	25	15	5	0	0	0	0
526 - 550 -----	70	50	40	30	20	10	0	0	0	0
551 - 575 -----	75	55	45	35	25	15	5	0	0	0
576 - 600 -----	80	60	50	40	30	20	10	0	0	0
601 - 625 -----	85	65	55	45	35	25	15	5	0	0
626 - 650 -----	90	70	60	50	40	30	20	10	0	0
651 - 675 -----	95	75	65	55	45	35	25	15	5	0
676 - 700 -----	100	80	70	60	50	40	30	20	10	0
701 - 725 -----	105	85	75	65	55	45	35	25	15	5
726 - 750 -----	110	90	80	70	60	50	40	30	20	10
751 - 775 -----	115	95	85	75	65	55	45	35	25	15
776 - 800 -----	120	100	90	80	70	60	50	40	30	20
801 - 825 -----	125	105	95	85	75	65	55	45	35	25
826 - 850 -----	130	110	100	90	80	70	60	50	40	30
851 - 875 -----	135	115	105	90	85	75	65	55	45	35
876 - 900 -----	140	120	110	100	90	80	70	60	50	40
901 - 925 -----	145	125	115	105	95	85	75	65	55	45
926 - 950 -----	150	130	120	110	100	90	80	70	60	50
951 - 975 -----	155	135	125	115	105	95	85	75	65	55
976 - 1,000 ----	160	140	130	120	110	100	90	80	70	60
1,000-1,025 ----	165	145	135	125	115	105	95	85	75	65
1,026-1,050 ----	170	150	140	130	120	110	100	90	80	70
1,051-1,075 ----	175	155	145	135	125	115	105	95	85	75
1,076-1,100 ----	180	160	150	140	130	120	110	100	90	80
1,101-1,125 ----	185	165	155	145	135	125	115	105	95	85
1,126-1,150 ----	190	170	160	150	140	130	120	110	100	90
1,151-1,175 ----	195	175	165	155	145	135	125	115	105	95

For each additional \$25 net income over \$1,175 (Col. A) the maximum required monthly contribution is increased \$5 in each column under B and C.

(Waic 3075, 3088, 3460, 3474)

CALIFORNIA-SDSW-MANUAL-AB

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Aid to the Blind

RELATIVES

B-584 STATEMENT OF RESPONSIBLE RELATIVE

B-584

The responsible relative is required to complete a form containing the information essential to a determination of his liability to support. The Statement of Responsible Relative of Applicant for Aid to the Blind, Form Bl 225, is the required form for determining the pecuniary ability of a responsible relative to contribute to the support of the applicant or recipient. Form Bl 225 shall be used (1) to determine the amount the relative will actually contribute after aid is granted; (2) to determine the actual contribution at the time of redetermination of eligibility; (3) to provide information to be used in evaluating the circumstances of the relative to determine whether there is ability to contribute; (4) to serve as a guide when the district attorney or other civil legal officer of the county is requested to recover a portion or all of the aid granted. It shall also be used when changes in the contribution are reported by the applicant, recipient, or relative.

The county may mail Form Bl 225 to the relative for completion or request the relative to complete it during an interview. A covering letter accompanying the Form Bl 225 which is mailed may encourage a prompt response from the relative.

Aid shall not be denied if the responsible relative fails to return his signed statement, Form Bl 225, concerning his financial circumstances unless it is determined:

1. That the applicant or recipient is in receipt of contributions from responsible relatives in cash or in kind;
2. That these together with other income, if any, meet the extent of his verified needs; and
3. That the responsible relatives are able and willing to continue such support.

The information given by the relative on Form Bl 225 shall be used in determining his pecuniary ability to contribute to the support of the applicant or recipient without further determination, unless there is conflicting information which required clarification. In no case shall an employer of a relative be contacted without first obtaining the consent of the relative involved, unless clarification is required and all other available sources of verification have been exhausted.

If Form Bl 225 is mailed to the relative, the county should complete the first section of the form.

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA)

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RELATIVES

Aid to the Blind

B-590 LEGAL ACTION AGAINST RELATIVES

B-590

If the person receiving aid has within California a spouse, parent, or adult child pecuniarily able to support such person but who is not supporting or contributing to the extent of his pecuniary ability, the board of supervisors may request its legal officer to proceed against such kindred in the order of their responsibility to support. Upon such demand, the legal officer may on behalf of the county maintain an action against the relative in the superior court of the county granting aid.

An adult child who was abandoned for 3 years or more while under the age of 16 by a parent who was physically and mentally able to support him, and which parent is now an applicant for or a recipient of Aid to the Blind, may apply to the board of supervisors for an order freeing him from responsibility to support such parent. The application shall be made in the county responsible for granting aid. When application is made the adult child shall produce proof that the parent was physically and mentally able to support him during the period of abandonment. This may be established by a person, other than the applicant or recipient, who was in a position to know the facts, by documentary or other reliable evidence. If the board denies, or fails to act upon the application within 30 days, the adult child is entitled to file a petition under the provisions of Civil Code Sec. 206.5, requesting the Superior Court to free him from the obligation to support.

(W&IC 3075, 3088, 3088.1, 3460, 3474, 3474.1; AGO NS863; SDAA; CC 206.5, CC 206.7)

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B-612 SPECIAL NEEDS--DEFINITION AND DETERMINATION
ANB ONLY

B-612

Special needs are not common to all recipients, but an individual recipient may have need for one or more of them. The special needs listed below shall be taken into consideration under the circumstances and within the monetary limits indicated.

1. Food--The amount by which the cost of special diet exceeds the cost of basic food (\$32.85) represents special need and is to be computed in accordance with the department's Special Diet Schedule, plus 30%. The "Special Diet Schedule" is prepared by the SDSW and released to the counties as often as price changes require.

If the circumstances require that the recipient eat his meals in restaurants, the cost in excess of basic food shall be allowed up to \$21.40 a month.

2. Housing--If adequate housing is not available at less cost within the community, or if a health condition requires close proximity to a medical or shopping center, or if employment of the recipient or his spouse makes proximity to the place of employment a factor, special need exists as follows:

Rent--If rent, including no utilities, for a recipient living alone or living with someone other than a spouse, exceeds \$15 the amount in excess thereof, up to a maximum of \$25, represents special need. The basic allowance of \$15 plus \$25 results in a \$40 maximum for rent. If the recipient lives with an eligible or ineligible spouse, his share of the rent shall be considered to be no more than one-half of the total rent, up to a maximum of \$65 for the total rent. If his share exceeds \$15, the amount in excess thereof, up to a maximum of \$17.50, represents special need. The basic allowance of \$15 plus \$17.50 results in a \$32.50 maximum for the recipient's share of the rent.

If the rent, including utilities, for a recipient living alone or living with someone other than a spouse, exceeds \$21.80, the amount in excess thereof, up to a maximum of \$25, represents special need. The basic allowance of \$21.80 plus \$25 results in a \$46.80 maximum for rent, including utilities.

If a recipient lives with an eligible or ineligible spouse, his share of the rent, including utilities, shall be considered to be no more than one-half of the total rent, up to a maximum of \$71.80 for the total rent. If his share exceeds \$21.80, the amount in excess thereof, up to a maximum of \$14.10 represents special need. The basic allowance of \$21.80 plus \$14.10 results in a \$35.90 maximum for the recipient's share of the rent.

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B-612 (Continued)

B-612

Home Owned--If the recipient lives alone in his own home, and the monthly cost of prorated taxes, the required encumbrance payment (principal and interest), if any, \$2 monthly allowance for minor repairs and upkeep, and any net occupancy value, exceeds \$15, the amount in excess thereof, up to a maximum of \$25, represents special need. The basic allowance of \$15 plus \$25 results in a \$40 maximum for housing.

If the recipient lives in his own home with an eligible or ineligible spouse, his share of the housing cost shall be considered to be no more than one-half of the total up to a maximum of \$65 for the total housing cost. If his share exceeds \$15, the amount in excess thereof, up to a maximum of \$17.50, represents special need. The basic allowance of \$15, plus \$17.50, results in a \$32.50 maximum for the recipient's share of the housing cost.

If applicants or recipients are living in housing which does not come within the foregoing limitations, they shall be given a three-months' period in which to move to housing within the ceiling limit, to re-finance the home property so that payments thereon may be reduced within the ceiling, or to make such other adjustments as may be possible. If, at the end of the three-months' period, no adjustment is made, the grant shall be determined on the basis of allowance for special need as above specified.

The above maximums for rent and housing are not applicable to a blind applicant or recipient if the present housing provides a familiarity with surroundings deemed essential to the continued well-being of the blind occupant; or if the present cost for housing actually covers essential personal services to the blind occupant. If either of these conditions obtains, an exception may be made to the maximums for rent and housing. The facts substantiating any exception shall be set forth in the case record.

If it is necessary to provide safe and healthful housing or to minimize deterioration, the expense of occasional repairs, the cost of which is \$10 or more, represents special need until allowance has been made for the cost of such repairs, provided the cost does not exceed the minimum for which such repairs can be secured. The plan for payment agreed upon between contractor or vendor and the recipient shall be recorded in detail.

3. Utilities--Special need exists if (a) the recipient's health is such as to require an abnormal consumption of one or more of the utility items; (b) the housing and/or equipment construction is such that an abnormal consumption occurs; (c) the utilities used include the more expensive items, such as butane, crude oil, wood, and water if the rate in the community is unusually high, and sewer tax, if included in the charge for utilities; (d) climatic conditions require the use of a greater amount of fuel. If the cost of such utility items used

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B-612 (Continued)

B-612

by the recipient under the foregoing circumstances exceeds \$6.80, allowance shall be made for them up to a maximum of \$18.30. (The basic allowance of \$6.80 plus \$11.50 results in a \$18.30 maximum allowance for utilities.)

4. Clothing--The cost of replacement of necessary clothing destroyed in a catastrophe such as fire, flood, etc., represents a special need.
5. Replacement or Repair of Worn-Out Household Equipment--Household furniture or equipment may be inadequate or substandard to a point where replacement or repair is necessary. The cost of replacement or repair of equipment essential to meet normal requirements represents special need if:
 - (a) the individual lacks and needs essential equipment,
 - (b) essential equipment is worn out and there is need to replace or repair it,
 - (c) essential equipment is lost due to such causes as fire or flood and there is a need to replace it,
 - (d) illness necessitates additional equipment.

If one or more of these circumstances exist, allowance shall be made for replacement or repair not to exceed the minimum price for which the item is available through mail order houses or other stores of a similar character which are used, in general, by persons with low incomes.

Essential equipment for functioning of a household includes basic cooking and heating facilities, sleeping equipment, storage space for clothing, and other basic necessities for minimum comfort in living. Essential equipment also includes laundry equipment if laundry is done at home; refrigeration and air cooling equipment if found necessary because of climatic conditions. Such items as dishes or household linens are not included above since the replacement of those items is provided for under Household Maintenance and Replacements. (See Sec. B-609)

The cost of repair of equipment already in use shall be weighed against the cost of purchasing a new refrigerator or laundry unit. Whether the equipment to be purchased should be used or new may depend upon the availability of such equipment with consideration given to upkeep as well as the initial cost. However, the case record shall contain a statement as to why a certain type of equipment was determined to be necessary.

Individuals shall be advised to discuss plans for repairing or replacing household equipment before making final arrangements. If the

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B-612 (Continued)

B-612

recipient contracts for an item of household equipment without prior county concurrence with the plan, the unpaid balance of the cost, not to exceed the minimum price for which the item of equipment determined to be needed can be purchased, if it meets the above criteria, shall be included.

6. Transportation--If there is a transportation cost due to trips to the doctor, clinic, etc., or unusually long distance trips to the nearest shopping center, business center, club or center for social, recreational, or rehabilitative purposes, the additional transportation expense represents a special need, not to exceed \$10.50 a month. The basic allowance of \$4.50 plus \$10.50 results in a \$15 maximum for transportation.

7. Medical Care and/or Treatment Under Other Healing Arts--(See Sec. B-615, Medical Care Allowances.)

Sanitorium or Rest Home Care--(See Sec. B-615, Medical Care Allowances.)

8. Housekeeping Service--The cost of housekeeping service represents special need if the physical condition of the recipient is such that the service is required. This includes the cost of outside help to do occasional heavy cleaning, such as floors, woodwork, windows, etc., for persons who maintain their own household or live in a rented room where such service is not furnished without charge. The amount allowed shall be based on the customary rate for such service in the community.

9. Laundry--The actual cost of laundry service, not to exceed a maximum of \$5 a month, represents a special need if the recipient does not have facilities for doing the laundry himself or if his health or handicap prevents such activity.

10. Board and Room--If the recipient must pay board and room, and the charge for this item is in excess of \$65, the excess represents special need, provided board and room within the specified amounts is not available in the community.

11. Telephone--The cost of a telephone represents special need not to exceed \$4 a month.

12. Moving Costs--The cost of moving expenses represents special need only if no other moving arrangements or payment of cost is possible and if one of the following circumstances exists:

(Section Continued on Next Page)

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B-612 (Continued)

B-612

- (a) The individual has been evicted
- (b) Moving is necessary to obtain housing within the ceiling, as specified in Item 2, this section, or to effect an economy in rent
- (c) Moving is necessary to obtain housing which meets the need of the individual
- (d) Moving is necessary to obtain medical care or for reasons of health.

The amount allowed shall be based on the customary rate for such service in the community. The basis for the determination that an allowance for moving is necessary shall be recorded in the case record.

13. Storage of Household and Personal Goods--The cost of storage of household and personal goods represents a special need only if no other plan for such storage can be made and is temporarily necessary due to health or other reasons. The amount allowed shall be based on the customary rate for such service in the community. The reason for an allowance for storage shall be recorded in the case record.
14. Special Needs of Blind Persons--The following items represent special needs which may be necessary to effect physical, social, or economic adjustment of some blind persons. If it is established that there is need for one or more of these items, the actual cost thereof represents a special need:
- (a) Personal services, such as a personal guide, reader, etc.
 - (b) Guide dog, and/or maintenance therefor. Experience with this type of need indicates that an allowance of \$29 a month for the maintenance of a guide dog (cost of food, veterinarian fees, etc.) is reasonable and this sum may be used in lieu of individual determination in each instance.
 - (c) Radio phonograph and/or radio phonograph repairs.
 - (d) Talking Book and/or Talking Book repairs.
 - (e) Typewriter and/or Braille writer.
 - (f) Artificial eyes.

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B-612 (Continued)

B-612

- (g) Special appliances for the blind (including purchases and/or repair) such as white canes, watches, Braille slates.
- (h) Clerical assistance to supply essential reading and writing service.

15. Debts--Required payments on an existing encumbrance against the home of an applicant represent a need to be considered in determining the cost of housing, irrespective of the purpose for which the debt was incurred. Required payments on indebtedness secured by an applicant's furniture or some other item of personal property represent a special need if the item of personal property is a current necessity, irrespective of the purpose for which the debt was incurred.

If a secured debt is incurred or increased while a recipient of aid, the reason for such new indebtedness shall be determined. If the secured indebtedness was incurred or increased for purpose of purchasing some item which could not be recognized as a need, the increase in the required encumbrance payment (or the required payment on a new encumbrance) shall not be recognized as a need when determining total need. Likewise such increase in the required encumbrance payment shall not be considered when determining net occupancy value.

Example 1: A recipient entered into a new contract for paying off the remaining \$800 due on the encumbrance on his home. Under the new arrangements the monthly payments would be reduced but would extend over a longer period. At the same time the encumbrance was increased by \$400 which sum was borrowed to finance a trip. The required monthly payment on the \$1,200 total indebtedness is \$18 a month (principal and interest). Of the total indebtedness, 2/3 ($800/1,200$) represents the amount due on the original loan. The amount of encumbrance payment to be considered in determining housing need is 2/3 of \$18, or \$12.

Example 2: A recipient secured a \$300 loan against his home to provide a required new roof. This represents the only encumbrance. He still owes \$280 on the encumbrance and the required monthly payments (interest and principal) are \$14 a month. The roof repair represented a need and the need for money to pay off the remaining encumbrance represents a special need which is allowed in determining the housing need of the recipient.

The required monthly payment on an encumbrance placed by a recipient against his home shall not be considered a current need if the grant plus the income has equalled total need which included allowance for the item for which the property was encumbered (or the encumbrance increased).

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AID PAYMENTS

Aid to the Blind

B-612 (Continued)

B-612

The need for money to pay an unsecured debt incurred while an applicant for or a recipient of aid represents a special need if the debt is for, or was incurred to pay for:

1. A current necessity such as a prosthetic appliance, necessary housing repairs, if the cost is \$10 or more, necessary household equipment as defined in this section and in Sec. B-615

or

2. Medical care.

Special need allowance for monthly payments on the foregoing unsecured debts shall be limited to a fourteen month period (14 months following the month in which the need occurred) whether or not full allowance for the payment of the indebtedness will be made within this time limit. Allowance for payments on debts for items within the definition of medical care (Sec. B-615), shall be allowed to meet the actual amount of the debt not to exceed the ceilings set forth in the sections covering such items as hearing aids, glasses, dentures, dental care, etc. For other types of medical care, allowance on the total unsecured debt for any one illness occurring within a single year shall not exceed \$300.

No allowance shall be made for required payments on an unsecured debt incurred prior to date of application.

Special need for payments on secured or unsecured debts as referred to herein shall be allowed beginning with the month in which the debt is reported. Exception: Allowances for payments on such debts shall be made beginning with the month following the occurrence which gave rise to the debt when report was made as soon as could reasonably be expected under special circumstances as stated in Sec. B-630, Item 11d.

(W&IC 3003, 3075, 3084)

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AID PAYMENTS

Aid to the Blind

B-664 INSTRUCTIONS FOR CODING REASONS FOR DISCONTINUANCE ON BL 278

B-664

The code for the reason for discontinuance of Aid to Needy Blind or Aid to Partially Self-supporting Blind residents shall be entered in the space designated for that purpose in Item 16 of Form BL 278, Authorization to Pay, Deny, Suspend, or Discontinued Aid to the Blind. If several reasons apply, enter the code for the one which occurred most recently. If several reasons occur simultaneously, enter the code for the applicable reason appearing first on the list. One copy of the authorization document on each case is forwarded to the SDSW. (See Sec. B-663.)

Code reasons for discontinuance as follows:

- Code 96. TRANSFERRED FROM ANB (DIRECT) TO ANB (VENDOR): The recipient has been paid the entire grant but action was taken to pay all or part of the grant in his behalf to a public medical institution.
- Code 97. RELEASED-TRANSFERRED FROM ANB (VENDOR) TO ANB (DIRECT): The recipient on whose behalf all or part of the grant was being paid to a public medical institution is released from the public medical institution, or left voluntarily, and action is taken to provide for the payment of the entire grant directly to the individual.
- Code 98. DEATH-TRANSFERRED FROM ANB (VENDOR) TO ANB (DIRECT): As the result of the death of a recipient on whose behalf all or part of the grant was being paid to a public medical institution, the case is transferred to ANB (Direct) to allow payment of the remainder of the grant, for the month in which he died, to the decedent, to the executor of his estate or to any other designated individual.
- Code 99. DEATH: (Exclude deaths in transfer cases reported under Code 98.)
- Code 89. TRANSFERRED TO ANOTHER COUNTY: Aid is discontinued because the recipient has moved to another county and aid is being furnished by the other county.
- Code 69. ADJUSTMENT FOR OVERPAYMENT: Aid of an eligible recipient is discontinued for the first and/or second month following overpayment to adjust for same.

INCOME REASONS

Codes 01 and 02. Earnings of recipient: Include earnings from new employment and increased earnings. Also include earnings from self-employment. Include income derived from roomers and/or boarders in the household, if the recipient is responsible for management of the household. If the spouse is responsible for management of the household, use Code "03."

Code 01. County assisted in job placement: County made placement referral to an agency or employer or provided employment counselling.

Do not use this code for discontinuances in which the county's participation in finding employment was only casual or incidental. In such cases use Code "02."

Code 02. Recipient found own employment. (Section Continued on Next Page)

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Aid to the Blind

AID PAYMENTS

B-664 (Continued)

B-664

- Code 03. Earnings or other resources of spouse: Earnings (including earnings from self-employment) or separate income of the recipient's husband or wife. Examples are rental of the spouse's separate property or income derived from roomers and/or boarders in the household when the spouse is responsible for management of the household. Include marriage or remarriage and assumption of support by spouse.
- Code 04. Contributions from parents or adult children: Support in cash or in kind.
- Code 05. Monthly income from real property: Such as the net rental of property owned by the recipient or his share of net income from rental of community property.
- NOTE: Do not use this code for "recurring lump-sum income" (See Sec. B-574). Such cases should be reported under Code "06."
- Code 06. Recurring lump-sum income: Income received at intervals of two months or more, in the same or in varying amounts, as defined in Sec. B-574.
- Code 07. Old Age and Survivors' Insurance: OASI benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."
- Code 08. Railroad retirement benefit: Benefits paid in the recipient's name. Allocations from a spouse's benefits should be reported under Code "03."
- Code 09. Military pension or benefit: Veterans benefits, serviceman's dependent benefits or any other benefits resulting from service in the armed forces by the recipient or a relative.
- Code 10. Other pension or annuity: A monthly benefit, pension or annuity from any public or private source other than those listed for Codes "07" through "09" above. Use Code "06" if this income recurs at intervals of two months or more.
- Code 11. Other income: Income from sources other than those listed above, e.g., contributions from friends, unemployment or disability insurance, income from personal property, etc.

PROPERTY REASONS

- Code 20. Increased real property holdings: Additions to the real property of recipient and/or spouse have caused the net assessed value of total real property to exceed that permitted under the Aid to the Blind law.
- Code 21. Increased assessment of real property: The assessed value of the recipient's and/or spouse's real property has been increased so that the net assessed value exceeds the legal maximum, but there has been no increase in holdings.

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AID PAYMENTS

Aid to the Blind

B-664 (Continued)

B-664

- Code 22. Refuses to comply with real property utilization requirements: The recipient refused to utilize his real property holdings or to offer his property for sale if such sale is necessary as required by Sec. B-436.
- Code 23. Increased personal property holdings: The net value of the recipient's personal property or of the combined recipient's and spouse's personal property has increased beyond the legal maximum.

PUBLIC INSTITUTION REASONS

- Code 29. Admitted to public TB or mental hospital or in other public medical institution because diagnosed as TB or psychotic: Recipient admitted to a public institution maintained for the exclusive purpose of treating persons suffering from tuberculosis or mental disease or recipient admitted to any public medical institution as a result of a diagnosis of tuberculosis or psychosis.
- Code 31. Patient in county infirmary (custodial care): I.e., for shelter and maintenance only. Include patient in county hospital if for custodial care only.
- Code 32. Inmate of other public institution: E.g., county jail, state prison, federal institution (including medical), etc.

OTHER REASONS

- Code 33. Accepted for the other Aid to the Blind program.
- Code 34. Loss of state residence.
- Code 35. Whereabouts unknown: All efforts to locate have failed.
- Code 36. Discontinuance requested by recipient; no reason given for request.
- Codes 37 and 38. Present vision exceeds standard for blindness.
- Code 37. Accepted for OAS.
- Code 38. NOT accepted for OAS.
- Code 40-42. Change in state law or policy: These codes are to be used only for reporting specific changes in state law or policy. Do not use unless special instructions have been issued by the SDSW.
- Code 50. Other: Reasons other than those listed above. Every effort should be made to classify a reason for discontinuance under one of the specific codes. Use this code only when no other reason is applicable.

(W&IC 3075, 3460)

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATION WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Aid to Needy Children

GENERAL OUTLINE - ANC PROGRAM

C-005

C-005 PURPOSE OF AID TO NEEDY CHILDREN

C-005

Aid to Needy Children is a public assistance program financed by county, state, and federal governments. The primary purpose of the program is to provide family security and financial aid for needy children, including unborn children, who are deprived of parental support or care. The California Welfare and Institutions Code, in Sec. 1500, defines a needy child thus:

"As used in this Chapter, 'needy child' means a needy person under the age of 18 years who has been deprived of parental support or care by reason of the death, continued absence from the home, or physical or mental incapacity of a parent, or a needy person under the age of 18 years who has been relinquished to a county adoption agency, or a needy person under the age of 18 years who has been relinquished for adoption to an organization licensed by the State Department of Social Welfare to find homes for children and place children in homes for adoption if such person relinquished to such licensed organization was receiving assistance under this chapter at the time of such relinquishment or subsequent to relinquishment has been found by the organization to be unplaceable for adoption. No child deprived of parental support because of separation or desertion shall be considered a 'needy child' if the period of absence is less than three months. A child who is otherwise eligible and who is over 16 years of age shall not be granted assistance under this chapter unless:

1. He is regularly attending school, or
2. He is disabled, or
3. He is employed and contributing to the family."

ANC is an essential part of the larger social security program intended to foster and preserve basic human resources and family life. That program for California is embodied in the W&IC, which, in Sec. 19 of the General Provisions, contains the following statement:

"The purpose of this code is to provide for protection, care, and assistance to the people of the state in need thereof, and to promote the welfare and happiness of all of the people of the state by providing public assistance to all of its needy and distressed. It is the legislative intent that assistance shall be administered promptly and humanely, with due regard for the preservation of family life, and without discrimination on account of race, religion, or political affiliation; and that assistance shall be so administered as to encourage self-respect, self-reliance, and the desire to be a good citizen, useful to society."

ANC is designed to keep children in a setting of their own family and to enable parents to continue responsibility for the family living plan. If it is not possible for a child to live with his own family, the program aims to provide the best substitute care in the home of a relative, in a foster home, or in a private institution. The Legislature made this declaration in W&IC 1503:

"It is the object and purpose of this chapter to provide aid for children whose dependency is caused by circumstances defined in Section 1500 and to keep children in their own homes wherever possible and to provide the best substitute for their own homes for those children who must be given foster care."

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C-005

GENERAL OUTLINE - ANC PROGRAM

Aid to Needy Children

C-005 (Continued)

C-005

The rehabilitative aspects of the program are emphasized by the inclusion, in W&IC 1503, of the following statement:

"It is the intent of the Legislature that the employment and self-maintenance of parents of needy children be encouraged to the maximum extent and that this chapter shall be administered in such a way that needy children and their parents will be encouraged and inspired to assist in their own maintenance. The State Department of Social Welfare shall take all necessary steps to implement this section."

The Legislature gave further expression of its intent regarding the program in W&IC 1507, which reads:

"The provisions of this chapter shall be liberally construed to effect its stated objects and purposes."

The financial aid provided by ANC makes it possible for children who are deprived of parental support or care to enjoy the opportunities usually available to other children in the community. The assumption underlying the program is that, if a family circle is broken or incomplete or the parents are unable because of disability to give the children normal care, the measures most conducive to a child's welfare are to strengthen the home against financial lacks and losses, and to help the parent or relative to regain control over his family affairs.

The encouragement and inspiration of families to assist in their own maintenance and to attain eventual self-support means the extension of case work services to families in order to:

1. Encourage older children to become independent in whole or in part and to assist in family support.
2. Assist the family in restoring or improving the health or in obtaining necessary appliances for a handicapped parent so that he can resume support of the family in whole or in part.
3. Assist a parent in securing vocational rehabilitative training or other training necessary to develop, improve, or restore his earning capacity.
4. Assist the family in developing home employment.

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C-005 (Continued)

C-005

5. Secure support from the absent parent.
6. Assist the mother in finding reasonable employment outside the home consistent with her ability to work and the best interests of the children.

The SDSW is directed in W&IC 1560 to provide for the administration of the program, uniformly in all counties of the state, as follows:

"The State Department of Social Welfare shall:

- (a) make rules and regulations for the proper maintenance and care of needy children;
- (b) make rules and regulations for the administration of aid to needy children;
- (c) inquire, at any time, into the management of any institution receiving aid under the provisions of this chapter, or into the management, by any county, of aid to needy children.

Such rules and regulations shall be binding upon the institutions and counties."

The SDSW is further directed by W&IC 1511.5 to establish standards of care, as follows:

"Minimum basic standards of adequate care shall be distributed to the counties and shall be binding upon them. Such standards shall be determined by the rules and regulations of the State Department of Social Welfare, approved by the State Board of Social Welfare, to insure:

- (a) Safe, healthful housing.
- (b) Minimum clothing for health and decency.
- (c) Low cost adequate food budget meeting recommended dietary allowances of the National Research Council adapted to prices of the area in which the recipient resides.

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C-005 (Continued)

C-005

- (d) Utilities in accordance with the basic minimum need.
- (e) Other items verified as needed, including household operation, education and incidentals, recreation, personal needs, and insurance but not to exceed in any one month the following amounts:

Number of needy children	
1 child- - - - -	\$13
2 children - - - - -	15
3 children - - - - -	18
4 children - - - - -	21
5 children - - - - -	24
6 children - - - - -	26
7 children - - - - -	28
8 children - - - - -	30
9 children - - - - -	32
10 children - - - - -	33
11 children - - - - -	34
12 or more children - - - - -	35

- (f) Allowance for essential household furniture and equipment.
- (g) Allowance for essential medical, dental, or other remedial care when not available through a public facility.
- (h) Allowances for special needs for any one or more of the following items: special diets upon the recommendation of a physician, transportation, laundry, housekeeping service, and telephone; and utilities in excess of the basic minimum need."

(W&IC 19, 1500, 1503, 1507, 1511.5, 1560)

These regulations are designated to be effective October 1, 1955.

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Aid to Needy Children

GENERAL OUTLINE - ANC PROGRAM

C-010

C-010 ELIGIBILITY REQUIREMENTS

C-010

A child shall be considered to be eligible for ANC if all of the following requirements are met:

1. Deprivation of Parental Support or Care. The child has been deprived of parental support or care by reason of the death, continued absence from the home, or physical or mental incapacity of a parent or the relinquishment of the child for adoption to a county adoption agency has been signed, or the relinquishment of the child for adoption to a private adoption agency licensed by the SDSW has been signed and the child was receiving ANC at the time of relinquishment, or subsequent to relinquishment the agency has found the child unplaceable for adoption.
2. Age. The child (unmarried) has not reached his 18th birthday, and if he is 16 or 17 years of age, he is regularly attending school, disabled, or employed and contributing to the family. The unborn child is eligible if pregnancy has been verified.
3. Residence. The child has residence in California by virtue of his birth in California, by his physical presence in the state for one year preceding the date of application, through residence of his parent or parents in California for one year preceding the date of application, or through the residence in California for one year, preceding his birth, of a parent or other relative with whom he is living if he was born within one year preceding the date of application.
4. Real Property. The child and his parents do not together own real property with assessed value, less all encumbrances of record, in excess of \$3,000, and real property owned is being utilized to provide for the needs of the child or his parent, or both. (See Sec. C-322, c)
5. Personal Property. The whole orphan child does not, or the parents and one or more children in one family combined do not, own personal property valued in excess of \$600. (See Sec. C-327, A)
6. Transfer of Property. The child or his parents have not made a voluntary transfer of property for the purpose of qualifying for aid.
7. Need. The child does not have sufficient income to meet his needs in accordance with the ANC standard, including the contribution which the stepfather is bound to make in accordance with his ability.
8. Reasonable Employment or Vocational Rehabilitative Training. The parent does not refuse to accept reasonable employment or vocational rehabilitative training, or does not refuse to register for employment with the State Department of Employment if he is available for employment and is physically able to work.

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C-010 (Continued)

C-010

9. Cooperation with Law Enforcement Officers. The parent or legal guardian with whom the child is living or who has custody or control of the child, does not refuse to give reasonable assistance to law enforcement officers in securing support from an absent parent.
10. Institutions. The child is not an inmate of a public institution or a public hospital, except for temporary medical or surgical care.

A complete statement of eligibility requirements is included in Chapter III.

(W&IC 1500, 1503, 1508, 1520, 1521, 1522, 1523, 1523.5, 1524, 1525, 1529, 1560)

These regulations are designated to become effective October 1, 1955

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C-140 (Continued)
Subsection C

C-140

C. INSTRUCTIONS FOR PART TWO OF THE APPLICATION FOR AID TO NEEDY CHILDREN -
STATEMENT OF FACTS RELATING TO ELIGIBILITY FOR AID TO NEEDY CHILDREN

A separate statement shall be completed for each set of children having both parents in common and listed on Part One of the application.

Application-Affirmation. The county shall check the appropriate box to indicate whether the form is being completed as part of the application or as the recipient's affirmation of eligibility.

Identifying Information. Enter the County, State No., County No., Former State No., Name of Applicant, Relationship to Children, Address, and City as provided in Item B for Part One of the Application.

1. Names, Social Security Numbers, and Addresses of Parents. Enter the given name and surname, social security number, and the address of the natural or adoptive mother and father of the children listed below in the appropriate line. If either parent is dead, enter "deceased" in place of address. If the whereabouts of either parent is unknown, enter "unknown" in place of address. However, if part of the address is known, such as city or state, as much as is known should be entered. If there is no social security number, enter "none"; if the social security number is not known, enter "unknown".

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Aid to Needy Children

APPLICATION PROCESS

C-140

C-140 (Continued)

C-140

2. Full Name of Child. Address. Date and Place of Birth Date Last Came to California. Enter the full names of the children of the parents listed above who were also included on Part One of the Application. Enter the full address of each child wherever he is living. Enter the month, day, and year of birth of each child and the name of the state in which he was born. Enter the date the child not born in California, last came to this state.
3. Status of Parents.
- a. Is either parent dead? Enter "no" if both parents are living. Enter "yes" if either or both parents are dead. Designate which parent is dead by entering "mother," "father," or "both."
- b. Is either parent living out of the home? Enter "no" if both parents are living together in the home with the children. Enter "yes" if either or both parents are living away from the home and children. Designate which parent or both, and enter date the parent left the home.
- c. Is either parent disabled? Enter "no" if neither parent is disabled. Enter "yes" if in the applicant's opinion either or both parents are unable to engage in any full time regular employment due to a physical or mental disability. Designate which parent is disabled by entering "father," "mother," or "both." Describe briefly the nature of the disability in the applicant's words.
- d. Is the child relinquished for adoption and found unplaceable? Pending revision of Form CA 200, Part II, this item should be completed as follows:
- Child relinquished to a county adoption agency or child was receiving ANC at the time of relinquishment: Strike out the words "and found unplaceable". Enter "yes" if the relinquishment for adoption of the child has been signed or the child was receiving ANC at the time of relinquishment. Otherwise enter "no".
- Subsequent to relinquishment, the child is found unplaceable for adoption as certified by a licensed private adoption agency. Enter "yes", if subsequent to relinquishment the agency has certified that the child has been found unplaceable. Otherwise enter "no".
4. State Residence.
- a. On what date did father last come to California? Enter the date the father last came to California if he is now in California. Enter "not in California" if he is living out of the state.

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C-140 (Continued)

C-140

7. Was Any Real or Personal Property Owned by Parents and/or Children Disposed of During the Last Year? Enter "yes" if the children and the parents living in the home disposed of any real or personal property during the past year and describe the transaction. Otherwise, enter "no."
8. Was Any Real or Personal Property Owned by the Absent Parent Disposed of During the Last Year? Enter "yes" if the absent parent disposed of any real or personal property during the last year and describe the transaction. Enter "no" if no property was disposed of. Enter "unknown" if it is not known whether the absent parent had disposed of property.
9. Did the Family Have Any Income Other Than Public Assistance During the Last 3 Months? Enter "yes" if the family had any income during the 3 months prior to the current month. Otherwise, enter "no."
- a. Average of last 3 months earnings of parent with whom the children live. Enter the average gross monthly earnings of the parent during the 3 months prior to the current month. Otherwise, enter "none."
- b. Average of last 3 months contribution from parent not living with children. Enter the average monthly contribution during the 3 months prior to the current month. Otherwise, enter "none."
- c. Other. Enter the source of any other income received during the 3 months prior to the current month and the average monthly amount of income for this period from each source.
10. Is Either Parent or Any Child in the Home Employed? Enter "yes" if any such person is employed and give name of person, name of employer, and amount of weekly or monthly wage.
11. List the Name of Each Child 16 and 17 Years of Age and Indicate Opposite his Name Whether he is Regularly Attending School, Disabled, Employed, or Unemployed. Self-explanatory.

Signature of Applicant. The applicant is to make his usual signature, either his true name or his alias. A woman is to use her own given name, not her husband's given name. An applicant who usually prints his name may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint is not an acceptable signature. If the applicant is unable to sign his name, a mark or thumb print may be used. In this case, the signatures of two persons are required as witnesses.

Acknowledgment. The applicant's signature on Part Two of the application shall be acknowledged under oath before the director or his representative authorized to take such acknowledgment.

(W&IC 1550, 1560; Gov. C 6105)

These regulations are designated to be effective October 1, 1955.

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 WITH THE SECRETARY OF STATE**
 (Pursuant to Government Code Section 11380.1)

C-1140

APPLICATION PROCESS

Aid to Needy Children

C-1140 (Continued)

C-1140

- b. On what date did mother last come to California? Enter the date the mother last came to California if she is now in California. Enter "not in California" if she is living out of the state.
5. Do the Children and/or the Parents Own or Have an Interest in Real Property? Enter "yes" if any or all of the children or either or both of the parents living in the home, together or separately, own or have any interest in real property. Otherwise, enter "no."
- a. Description and Locations. Is it mortgaged? Mortgage held by: If property is owned, describe, as "house," "vacant lot," "20 acre farm," etc., and give location of property. Indicate whether the property is mortgaged and enter the name and address of the mortgagor, if any. If no property is owned, enter "none."
- b. Does the parent not living in the home own real property? Enter "yes" if the applicant knows the absent parent owns or has an interest in real property. Enter "no" if the applicant knows the absent parent does not own real property. Enter "unknown" if the applicant does not know or is not certain as to whether or not the absent parent owns real property. Describe and give location of any property owned.
6. Do the Children and/or the Parents Have Personal Property? Enter "yes" if any or all of the children or either or both of the parents living in the home, together or separately, have personal property. (See Sec. C-327-B). Otherwise, enter "no."
- a. Cash and Bank Account. Enter the amount of cash on hand, and amount in bank and enter the name of the bank.
- b. Life Insurance. Enter the names of the companies with which the parents and children are insured and indicate the number of policies carried with each company.
- c. Automobile. Enter the year, make and model of any automobile owned or being purchased.
- d. Securities. Describe any securities owned, e.g., "three-\$25 war bonds."
- e. Other. Describe any other personal property owned.
- f. Does the Parent Not Living in the Home Have Personal Property? Enter "yes" if the applicant knows the absent parent has personal property. Enter "no" if the applicant knows the absent parent does not have personal property. Enter "unknown" if the applicant does not know or is not certain as to whether or not the absent parent has personal property. Describe any personal property the absent parent has.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - DEPRIVATION

C-225

C-220 REQUIREMENTS FOR DEPRIVATION OF PARENTAL SUPPORT OR CARE

C-220

A child shall be considered to be eligible for ANC with respect to deprivation of parental support or care if:

1. One or both parents are dead, or
2. There is continued absence of either or both parents from the home, or
3. One or both parents are physically or mentally incapacitated.
4. Relinquishment of the child for adoption to a county adoption agency has been signed.
5. Relinquishment of the child for adoption to a private adoption agency licensed by the SDSW has been signed and the child was receiving ANC at the time of relinquishment or subsequent to relinquishment the agency has found the child to be unplaceable for adoption.

(W&IC 1500)

C-225 DEFINITION OF DEPRIVATION OF PARENTAL SUPPORT OR CARE

C-225

The word "parent" means either the mother or the father, natural or adoptive, whether married or unmarried.

Deprivation of parental support or care is based on the status of the natural parents of the child, unless relinquishment for adoption of the child has been signed.

A child who has been relinquished for adoption to a licensed private adoption agency is ineligible for ANC unless the child was receiving ANC at the time of relinquishment or subsequent to relinquishment the agency finds the child unplaceable for adoption.

Inasmuch as the legal adoption of a child is designed to effect a complete substitution for the natural parents, eligibility of an adopted child shall be based upon the death, incapacity, or absence of the adoptive parents and not on that of the natural parents.

The presence of a stepfather in the home does not affect deprivation of parental support or care but may disqualify a child on the basis of need. (See Sec. C-356, D, for responsibility of a stepfather.)

In a family where there are the natural father, the stepmother, and a child or children living together, there is not eligibility for ANC because of the death or absence of the natural mother. (See Sec. C-356, Responsibility of Relatives)

A child may be deprived of either support or care. The word "support" means financial provision for meeting the needs of the child. The word "care" means the natural affection, supervision, physical care, and guidance necessary to the health and normal growth of the child as a participating member of his community.

The requirement of deprivation of parental support or care shall be considered as an eligibility factor separate from need. Both need and deprivation of parental support or care shall be determined. The parent's death, incapacity, or absence from the home is presumed to deprive a child of parental support or care. A child could be deprived of parental support or care and, because of income, not be in need, or he could be needy but not deprived of parental support or care in accordance with this definition.

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C-225 (Continued)

C-225

Example 1: A child whose parents are deceased but who has income from property sufficient to maintain him in a suitable foster home or with a relative is deprived of both parental support and care, but might not be in need for purposes of ANC. Should the income cease, however, and need be established, the child would qualify for ANC from the standpoint of deprivation of parental support or care even though there was no immediate causal connection between the current need and the death of the parent.

Example 2: A child who is a member of a normal family group and whose parents are unable to meet his needs, due to an emergency such as disaster or widespread unemployment, would not be deprived of parental support or care in accordance with this definition. At no time is the ANC program intended to minimize the parent's responsibility for attending to the needs of his family.

The elapsed period or expected duration of deprivation has no bearing on the determination of eligibility except for continued absence of a parent from the home. (See Sec. C-240, Definition of Deprivation of Parental Support or Care by Reason of Continued Absence from the Home.)

When the deprivation no longer exists, the county shall help the members of the family plan to meet their needs before aid is discontinued. However, financial assistance shall not be continued for more than three monthly payments during the period of adjustment after the deprivation ceases.

(W&IC 1560)

These regulations are designated to be effective October 1, 1955.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - DEPRIVATION

C-257

C-257 DEFINITION OF DEPRIVATION DUE TO RELINQUISHMENT FOR ADOPTION

C-257

A child relinquished for adoption shall be considered deprived of parental support or care if:

1. The relinquishment to a county adoption agency has been signed.
2. The relinquishment to a private adoption agency licensed by the SDSW has been signed and,
 - a. The child was receiving ANC at the time relinquishment was signed,
or
 - b. Subsequent to relinquishment the child is found to be unplaceable for adoption as certified by the agency.

Certification that a child has been found to be unplaceable for adoption by a private adoption agency does not imply that the agency will discontinue its attempts to place the child for adoption.

If the relinquished child is placed for adoption or relinquishment is terminated for any reason, deprivation of parental support or care shall no longer be related to relinquishment. Unless deprivation is determined on some other basis, the child is no longer eligible for ANC.

(W&IC 1500)

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C-258

DETERMINATION OF ELIGIBILITY - DEPRIVATION

Aid to Needy Children

C-258 DETERMINATION OF DEPRIVATION DUE TO RELINQUISHMENT FOR ADOPTION

C-258

If the relinquishment has been made to the county adoption agency, the record shall show the date the relinquishment was signed.

If the relinquishment has been made to a private adoption agency licensed by the SDSW, the county shall determine that the relinquishment has been signed and that the child was receiving ANC at the time of relinquishment or that the relinquishment has been signed and that the agency certifies in writing that it has found after diligent attempts to place the child, that the child is unplaceable for adoption.

The private adoption agency's certification that relinquishment has been signed and that the child is unplaceable is the only evidence required to establish these requirements. The written certification shall be filed in the case record.

(WIC 1500, 1560)

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C-300 REAL PROPERTY REQUIREMENTS

C-300

A child shall be considered eligible with respect to real property if the assessed value of all community and separate real property owned by each child and by his parents, less all encumbrances of record, does not exceed \$3,000. Even though the parents are living separate and apart, the assessed value of their community and separate property shall be considered, except:

1. If full custody of the child has been surrendered by a parent pursuant to a court order, that parent's property shall not be considered. However, if there has been no property settlement, the share of community property of the parent who has custody as well as his separate property, if any, shall be considered in determining eligibility. If there has been a property settlement, the property awarded the parent having custody of the child along with any other property of that parent shall be considered. Court orders for support of the child or property settlements involving income shall constitute a potential source of income; therefore, the investigation and determination of the availability thereof shall be made in accordance with Sec. C-366, Determination of Amount of Contribution from an Absent Parent.
2. If a parent has signed a relinquishment for adoption of the child, the property of that parent shall not be considered.
3. If the father of the child is not married to the mother and the parents are not maintaining a home together, the property of the father shall not be considered, unless the father has legitimized the child under Sec. 230 of the Civil Code.

Real property owned by a child receiving assistance, or his parent, shall be utilized to provide for the needs of the child or his parent, or both.

(W&IC 1520, 1560)

These regulations are designated to become effective October 1, 1955.

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C-325 PERSONAL PROPERTY REQUIREMENTS

C-325

A child shall be considered eligible with respect to personal property if the value of such property owned by a whole orphan child or by the parents and one or more otherwise eligible children combined in one family does not exceed \$600. Even though the parents are living separate and apart, personal property of both parents shall be considered, except:

1. If full custody of the child has been surrendered by a parent pursuant to a court order, that parent's personal property shall not be considered. However, if there has been no property settlement, the share of community personal property of the parent who has custody as well as his separate personal property, if any, shall be considered in determining eligibility. If there has been a property settlement, the property awarded the parent having custody of the child along with any other property of that parent shall be considered. Court Orders for support of the child or property settlements involving income shall constitute a potential source of income, therefore, the investigation and determination of the availability thereof shall be made in accordance with Sec. C-366, Determination of Amount of Contribution from an Absent Parent.
2. If a parent has signed a relinquishment for adoption of the child, the personal property of that parent shall not be considered.
3. If the father of the child is not married to the mother and the parents are not maintaining a home together, the property of the father shall not be considered, unless the father has legitimized the child under Sec. 230 of the Civil Code.

Each whole orphan of a group of whole orphans of one family may have personal property valued at \$600. The parents and one otherwise eligible child or the parents and several otherwise eligible children may have combined personal property valued at \$600.

(W&IC 1521, 1560)

These regulations are designated to become effective October 1, 1955.

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C-356 RESPONSIBILITY OF RELATIVES
Subsections A and B

C-356

A. RESPONSIBILITY OF PARENTS

Parents are responsible for the support and care of their children, natural or adopted. Responsibility for support ceases if relinquishment for adoption has been signed unless and until the relinquishment is terminated.

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Aid to Needy Children

DETERMINATION OF ELIGIBILITY - INCOME

C-356

C-356 (Continued)

C-356

For purposes of ANC, the word "father" includes:

1. The father not married to the mother
2. The divorced father, whether or not he has custody
3. The father of an unborn child, whether or not he is married to the mother
4. The mother's husband, unless the presumption of paternity has been refuted.

Reasonable effort shall be made to determine the total financial resources of the absent parent. Usually the applicant is able to provide information about the absent parent, his resources, and his interest in the child, such as:

1. Whereabouts of the absent parent
2. Reason for his departure
3. His present occupation, income, resources
4. His known obligations, health, dependents
5. His interest in the family and attitude towards the child: Whether he writes home, visits, sends gifts or remembrances, and responds to family emergencies
6. Arrangement for support payments: Amount and regularity of their receipt and whether they are voluntary or by court order.

If the parent with whom the child is living or who has custody or control of the child wilfully refuses to give the necessary information or refuses to give reasonable assistance in the enforcement of the absent parent's obligation to law enforcement officers such as the district attorney, aid shall be denied or discontinued.

See Secs. C-470, C-473, and C-476 for requirements for notification to the district attorney.

B. RESPONSIBILITY OF PUTATIVE FATHER

If the father of the child is not married to the mother, he has the same responsibility for support as though there had been a marriage. The county shall obtain from the mother such information concerning the putative father as she is able to provide. Desirable information includes the name of the putative father, his whereabouts, his attitudes toward the mother's situation and the child, his attitudes toward supporting the child, whether paternity has been acknowledged or legally established, whether any financial settlement or arrangement has been made, his financial circumstances and responsibilities, etc. Where it is possible, the putative father shall be interviewed and his contribution determined in accordance with Sec. C-366. Aid shall not be denied or withheld because paternity is not established.

If the mother of the child is being counseled by the case worker or is otherwise exploring plans for the adoption of the child, but the child has not yet been relinquished for adoption, no attempt to interview the putative father or secure support need be made. If the relinquishment for adoption of the child has been signed, there need be no attempt to interview or secure support from the putative father. In both of these circumstances exception is made to the requirement for notification to the district attorney. However, in all other cases in which the father of the child is not married to the mother, the county shall meet the requirements for notification to the district attorney in accordance with Secs. C-470, C-473, and C-476.

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C-403 DEFINITION OF COUNTY RESIDENCE

C-403

For purposes of ANC, county residence shall be governed by the first of the following conditions, whichever is applicable. The case record shall show why each condition preceding the one upon which county residence is based is not applicable. (See Sec. C-273, Definition of State Residence)

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Aid to Needy Children DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

C-403

C-403 (Continued)

C-403

1. Father - W&IC 1526(a)

If the father is living, the child's county residence is the same as that of the father unless:

- a. He has abandoned the child.
- b. His whereabouts is unknown and the county is unable to locate him.
- c. He is residing outside California.
- d. He has been legally deprived of the child's custody; i.e., by appointment of a legal guardian of the child, by court order declaring the child free from custody and control under W&IC 775 et. seq., or by court order in a divorce action. A parent of a child made a ward of the juvenile court under W&IC 700 et. seq., is not deprived of his child's custody because of the child's commitment.

If the mother who has legal custody by court order in a divorce action dies, the child's residence reverts to the father's residence. In such cases, if the mother's residence was in a different county from that of the father, the required one year of residence in the father's county begins on the date of the mother's death.

- e. He is living separate and apart from the mother who has the child and who has not been deprived of legal custody of the child. If the parents are living separate and apart and the child is living with neither parent, the child's residence is the same as that of the father unless Items a, b, c, and d above are applicable. Living separate and apart means physical separation and may be voluntary or involuntary, such as long hospitalization or incarceration.
- f. He has signed a relinquishment for adoption of the child.

2. Mother - W&IC 1526(b)

If residence of the child is not governed by the father's residence and the mother is living, the residence of the child is the same as that of the mother unless:

- a. She has abandoned the child.
- b. Her whereabouts is unknown and the county is unable to locate her.
- c. She is residing outside California.

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C-403

DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION Aid to Needy Children

C-403 (Continued)

C-403

- d. She has been legally deprived of the child's custody.
- e. She has signed a relinquishment for adoption of the child.

If the mother is living separate and apart from the father, his residence shall not be deemed to be her residence and she may establish separate residence. Living separate and apart means physical separation and may be voluntary or involuntary, such as long hospitalization or incarceration.

3. Child Relinquished for Adoption

If the relinquishment for adoption of the child has been signed, the county in which the adoption agency office accepting the relinquishment is located shall be considered to be the residence of the child.

4. Legal Guardian or Juvenile Court Wardship - W&IC 1526(c)

If the residence of the child is not governed by the residence of either parent, the child's residence is the same as that of the legal guardian unless the guardian's whereabouts is unknown or he is residing outside California.

If the child has no legal guardian and is a ward of the juvenile court (placed in the custody of the probation officer or committed to the care of the California Youth Authority), the county in which the court is located shall be considered to be the residence of the child.

5. Foundling - W&IC 1526(d)

A foundling (a child deserted by both parents without means of identification) has county residence in the county in which he was found. He retains residence in the county in which he was found unless a legal guardian is appointed or he is made a ward of the juvenile court, in which event residence is governed by Item 4.

6. Public Agency Placement - W&IC 1526(e)

If the residence of the child is not governed by conditions under Items 1 through 5 and the child has been placed in an institution or a boarding home by a public agency, the county in which he had residence at the time of the placement shall be considered his residence,

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Aid to Needy Children DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION

C-406

C-403 (Continued)

C-403

until such time as the residence of a parent or guardian or by court wardship is applicable. For the purposes of county residence, a boarding home is a private family home which accepts one or more children to board with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

Example: The family established residence in County A. A divorce decree awarded custody of the child to the father. The father disappeared, leaving the child with neighbors. County A placed the child in a boarding home in County B, located the father, and secured support. The whereabouts of the father became unknown and the boarding home mother applied for ANC. For purposes of ANC, the residence of the child remains in County A until residence is governed by conditions under Items 1, 2, or 4.

7. Physical Presence - W&IC 1526(f)

If residence is not governed by conditions under Items 1 through 6, the county in which the child is living shall be deemed the county of residence. This applies to a child who does not have a parent or guardian in the state, or whose parents or guardian cannot be located in the state, or whose parents in the state have been deprived of custody, unless the child is a foundling; and to a child living in a boarding home or institution, except a child so placed by a public agency (see Item 6).

Example: A half orphan has been living for three years with various relatives in County A since his mother's death. Neither parent established residence in County A. The father's whereabouts has been unknown for two years, and after a complete investigation the county is unable to locate him. The child has no legal guardian and is not a ward of the juvenile court, and Items 3 and 6 do not apply. Therefore, residence is governed by Item 7, that is, physical presence of the child in County A. (W&IC 1526, 1560)

C-406 DETERMINATION OF COUNTY RESIDENCE

C-406

Determination of the county or counties wherein the child had residence during the year immediately preceding the date the application was filed or residence was established in the county of application is required for all non-county cases. This determination is not a requirement in regular cases. (See Sec. C-400 for definition of "regular" case)

In all non-county cases, except in cases transferred from another county, the county of application shall complete a Statement of Non-County Residence, Form CA 234, to show the county's determination, including the basis of the determination, of the child's county residence during the one year immediately preceding the date the application was filed or residence was established in the county of application as follows:

1. If the case is one in which residence has been established in the county of application, the Form CA 234 shall show the county's determination of the child's county residence during the year prior to the date residence was established in the county of application.

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DETERMINATION OF ELIGIBILITY-COUNTY PARTICIPATION Aid to Needy Children

C-406 (Continued)

C-406

2. If the case is one in which application was made in the county in which the child is living but not in the county in which the child has residence, the Form CA 234 shall show the county's determination of the child's county residence during the year prior to the date the application was filed. (See Sec. C-415, Instructions for Completing Statement of Non-County Residence)

The county shall substantiate the determination of non-county residence by the following:

1. If county residence of the child at the time of application is governed by the residence of a parent (Item 1 or 2 of Sec. C-403) or of a legal guardian (Item 4 of Sec. C-403), the narrative shall include the parent's or guardian's statement of his residence and intent of residence at the time of application and during the year immediately preceding the date on which residence was established in the county of application. Each county in which the parent or guardian resided shall be included with the dates his physical presence began and terminated and a statement as to whether or not he intended to make his home in that county. If the parent or guardian does not have complete or accurate information, or if there appears to be conflicting information, additional evidence in the form of rent or utility receipts, employment records, etc., or interviews with other persons having knowledge of the situation shall be obtained and recorded in the narrative.

If there is a legal guardian, the facts of guardianship shall be determined and shall be included in the record, i.e., the date letters of guardianship were issued, the name of the guardian and whether he is guardian of the person or the estate or both.

2. If county residence of the child at the time of application is governed by court wardship (Item 4 of Sec. C-403), the narrative or case record shall include an oral or written statement by the probation officer or a representative of the juvenile court giving the date the child was adjudged a ward of the juvenile court and the section of the law under which such action was taken.

If the relinquishment for adoption of the child has been signed, the record shall include the date the relinquishment was signed and the name and location of the adoption agency office.

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C-406 (Continued)

C-406

3. If county residence of the child at the time of application is governed by his residence at the time of placement by a public agency in an institution or boarding home (Item 6 of Sec. C-403), the county's statement on the Statement of Non-County Residence, Form CA 234, Items 2 and 3, is sufficient.
4. If county residence of the child at the time of application is governed by his physical presence (Item 7 of Sec. C-403), the narrative shall include a statement of the person responsible for the care of the child or of any other person having knowledge of the child's physical presence, or a summary of records such as those of schools, churches, institutions, hospitals, welfare departments, etc., giving the date of last arrival in the county.

Form CA 234, Statement of Non-County Residence, for each non-county case shall be retained in the case record. If the case is one in which application was made in the county in which the child is living but not in the county in which the child has residence, a copy of Form CA 234 shall also be submitted to the county of residence. (See Sec. C-413, Procedure for Inter-County Transfers Under W&IC 1512(c))

If the parents are divorced and both of them are living, the award of custody in the divorce decree shall be verified in order to determine the residence of the child. Divorce may be verified by a review of documents in the applicant's possession or by review of the official records of the court in which it was granted, summarized in the narrative, or by a letter from the court giving the required information filed in the case record. (W&IC 1560)

These regulations are designated to be effective October 1, 1955.

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Aid to Needy Children DETERMINATION OF ELIGIBILITY - NOTIFICATION OF DISTRICT ATTORNEY C-470

C-470 REQUIREMENTS FOR NOTIFICATION TO DISTRICT ATTORNEY AND
 COOPERATION WITH LAW ENFORCEMENT OFFICERS

C-470

Whenever aid is granted to a child who is not being supported by his absent parent, the county shall immediately notify the district attorney that such aid has been granted. Notification shall be in writing (See optional forms).

The district attorney is required by law to investigate the question of non-support and to take all steps necessary to obtain support for the needy child. He is also required to report regularly to the board of supervisors on the progress of his efforts.

The county welfare department shall cooperate with the district attorney or the city prosecutor of any city to whom the duty of prosecuting such parent has been delegated, and shall report to him all information contained in the case record which concerns the question of nonsupport and the suitability of prosecution as a method of obtaining support for the child in each case.

The county welfare department or district attorney may secure information relative to the location, income, and property of the absent parent from any state, county, or local agency. Such information secured shall be used by the welfare department solely for the purpose of administration of ANC, or by the district attorney or city prosecutor solely for the purpose of enforcing liability for support. Neither shall use or disclose the information for any other purpose.

If the parent or legal guardian with whom the child is living or who has custody or control of the child wilfully refuses to give the necessary information or refuses reasonable cooperation with law enforcement officers (e.g., district attorney, city attorney, sheriff, police, etc.), aid shall be discontinued or denied. Determination that such person has wilfully refused to give necessary information or refused reasonable cooperation with law enforcement officers rests with the county welfare department.

The parent's or legal guardian's refusal to give necessary information or to cooperate in relation to the absent parent of one child in a family group shall not affect the eligibility of the other children who are not children of that absent parent. (See Sec. C-503 B which excludes the needy parent who refuses to cooperate from the family budget unit.)

At the time of application, the county shall inform the remaining parent about the notification requirement and how it relates to his own individual family situation, i.e., what information is sent to the district attorney, when, why, and the responsibility the parent is expected to take regarding action to locate the absent parent or to obtain support.

Referral of the parent to the district attorney or notification prior to the granting of aid is not an acceptable substitute for the notification that aid is granted.

(W&IC 1523, 1552.4, 1552.6, 1560)

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C-512

PAYMENT OF AID

Aid to Needy Children

C-512 FINANCIAL PARTICIPATION IN ASSISTANCE PAYMENTS

C-512

(For more complete statement, see Chapter V of the Manual of Fiscal Policies and Procedures)

For each child eligible for ANC, the California law provides that there shall be paid the sum specified in the following table, or so much thereof as is necessary for the adequate care of the child living with a relative.

Table I - Maximum Participation Base for Children Living With a Parent or Other Relative

Number of eligible children in the same home	Maximum Participation Base
1	\$111
2	162
3	207
4	246
5	279
6	306
7	327
8	342
9	351
10	357
11	363
12	369
13	375
14	381
15 or more	387

For each child eligible for ANC, the California law provides that there shall be paid the sum of \$67.50 or so much thereof as is necessary for the adequate care of the child living in a boarding home or institution.

For the purpose of determining financial participation in aid payments, a boarding home is a private family home which accepts children for board and care, except that this does not apply to the boarding of a child who is related by blood or through marriage, regardless of the degree of relationship.

The state shall pay 2/3 and the county shall pay 1/3 as needed up to this amount, less the amount for federal participation, if any, for the care of a child who has county residence. For a child who does not have county residence, the state shall pay as needed up to the full amount shown in Table I, less the amount for federal participation, if any.

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

C-512 (Continued)

C-512

Federal participation in the Maximum Participation Base (Table I) is provided for cases in which federal requirements are met, not to exceed \$19.50 for one child, \$15 for each additional child, and \$19.50 for the eligible needy relative. (See Appendix, Sec. F-570, for formula for computing the federal share.)

Table II - Maximum Reimbursement Amounts for Children Eligible for Federal Participation Living with a Needy Relative Eligible for Federal Participation

Number of Children	State Maximum Participation Base	Federal Base	State Share	County Share	Federal Share
1	\$111	60	\$ 48	\$ 24	\$ 39
2	162	81	72	36	54
3	207	102	92	46	69
4	246	123	108	54	84
5	279	144	120	60	99
6	306	165	128	64	114
7	327	186	132	66	129
8	342	207	132	66	144
9	351	228	128	64	159
10	357	249	122	61	174
11	363	270	116	58	189
12	369	291	110	55	204
13	375	312	104	52	219
14	381	333	98	49	234
15 or more	387	354	92	46	249*

*See Appendix, Sec. F-560, for federal sharing for more than 15 children.

(Section Continued on Next Page)

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C-512 (Continued)

C-512

Table III - Maximum Reimbursement Amounts for Children Eligible for Federal Participation Living with a Nonneedy Relative

Number of Children	State Maximum Participation Base	Federal Base	State Share	County Share	Federal Share
1	\$111	\$ 30	\$ 61	\$30.50	\$19.50
2	162	51	85	42.50	34.50
3	207	72	105	52.50	49.50
4	246	93	121	60.50	64.50
5	279	114	133	66.50	79.50
6	306	135	141	70.50	94.50
7	327	156	145	72.50	109.50
8	342	177	145	72.50	124.50
9	351	198	141	70.50	139.50
10	357	219	135	67.50	154.50
11	363	240	129	64.50	169.50
12	369	261	123	61.50	184.50
13	375	282	117	58.50	199.50
14	381	303	111	55.50	214.50
15 or more	387	324	105	52.50	229.50*

* See Appendix, Sec. F-560, for federal sharing for more than 15 children.

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C-512 (Continued)

C-512

Table IV - Maximum Reimbursement Amounts for Children Ineligible for Federal Participation Living with Relatives

Number of Children	Maximum Participation Base	State Share	County Share
1	\$111	\$ 74	\$ 37
2	162	108	54
3	207	138	69
4	246	164	82
5	279	186	93
6	306	204	102
7	327	218	109
8	342	228	114
9	351	234	117
10	357	238	119
11	363	242	121
12	369	246	123
13	375	250	125
14	381	254	127
15 or more	387	258	129

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C-512	PAYMENT OF AID		Aid to Needy Children
C-512 (Continued)			C-512
Table V - Maximum Reimbursement Amounts for Children Living in Boarding Homes or Private Institutions			
	Maximum Participation Base	State Share	County Share
Each Child	\$67.50	\$45	\$22.50

Aid needed in excess of the amounts provided by federal, state, and county funds may be provided by the county from its own funds. If the amount of the aid needed for the family budget unit exceeds the maximum for state and federal participation, and the family budget unit includes needy parents, stepparent, other caretaker, or ineligible minors, who are eligible for county aid, the county shall provide county aid to the individuals in accord with General Relief standards or the ANC standard.

(W&IC 1511, 1512, 1553, 1560; FSSA)

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

F-150 CONFIDENTIAL NATURE OF RECORDS

F-150

Fiscal records maintained in the counties have the same confidential nature as records maintained in case files for individual recipients. The rules stated in other volumes of the Manual of Policies and Procedures relating to this matter are applicable to fiscal records and accounts. Reference is made to the following manual sections:

Manual of Policies and Procedures - OAS	Sec. A-170	Confidential Nature of Records
Manual of Policies and Procedures - AB	Sec. B-030	Confidential Nature of Records
Manual of Policies and Procedures - ANC	Sec. C-025	Confidential Nature of Records
Manual of Adoption Policies and Procedures	Sec. 2170-00	Confidential Information
Manual Boarding Homes for Aged and Children	Sec. VI-800	Confidential Nature of Records

"Disbursement records" available to the district attorney at his request for the official conduct of his agency pursuant to W&IC Sec. 118 are:

Authorization documents
Payrolls
Warrants
Warrant registers
Ledger cards

(W&IC 118, 1560, 2140, 3075, 3460)

These regulations are designated to be effective September 7, 1955.

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 R FILING ADMINISTRATIVE REGULATION 5
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 (Pursuant to Government Code Section 11380.1)

Fiscal

STATE SUBVENTION

F-920

F-920 CLAIMS FOR ADOPTION COST OF CARE SUBVENTION

F-920

A. CLAIMS FROM LICENSED COUNTY ADOPTION AGENCIES UNDER W&IC 1642

State subvention under W&IC 1642 is available to licensed county adoption agencies for all or a portion of the cost of care of children accepted for placement from the date the relinquishment is signed by the natural parent or parents (whether or not a certified copy has been filed with SDSW), or action is taken in lieu of relinquishment, until the date of placement for adoption or other disposition, or the date the relinquishment is canceled or rescinded, or until October 1, 1955, whichever is earlier. In no event will cost of care accruing after September 30, 1955, be reimbursed.

After deducting amounts received from persons other than adoptive parents to defray cost of care, subvention is allowable each quarter for claimable costs in an amount not to exceed \$300 multiplied by the number of children included on the claim for whom cost of care is claimed.

1. Claimable Costs Under W&IC 1642

Cost of care is defined as the cost to the county of goods, facilities, and services incurred to meet the needs of children accepted for placement, including housing, food, clothing, medical, dental, nursing or psychiatric services, and other personal needs. Claimable costs do not include expenditures incurred prior to relinquishment or action in lieu of relinquishment, nor expenditures incurred subsequent to placement or other disposition, or cancelation or rescission of relinquishment. Neither does cost of care include costs classified in Sec. F-850, Item A1, as administrative expenditures.

Amounts paid to meet the needs of children under the ANC law (excepting county supplemental aid) are not claimable as adoption cost of care. County supplemental aid in ANC or General Relief paid is claimable.

2. Deductions From Claimable Costs Under W&IC 1642

All amounts received by the county from persons other than adoptive parents to defray cost of care claimed for a child shall be deducted from a quarterly claim. Such collections received before the quarter in which cost of care for the child is claimed may be deducted currently, but shall be deducted not later than the same claim in which cost of care for that child is claimed. Such collections received after cost of care for the child has been claimed shall be deducted from the claim for the quarter in which such amounts are received or, if no claim is filed for that quarter, from the next quarterly claim. All amounts received from adoptive parents as fees collected under Sec. 225p of the Civil Code are abatements to the cost of administration of the agency.

(See Sec. F-850, Item A.)

Collections received from persons other than adoptive parents to defray cost of care rendered under the ANC program shall be reported as repayments in the usual manner on an ANC claim, except county supplemental aid claimed as adoption cost of care. Such collections received for county supplemental ANC or County General Relief claimed as adoption cost of care are to be reported on the adoption cost of care claim as deductions from claimable costs.

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F-920

STATE SUBVENTION

Fiscal

F-920 (Continued)

F-920

In claiming, an amount received is not necessarily applied in offset to the cost of care of the particular child for which received. Such amounts are deducted from the total cost of care in the claim for the quarter in which the collections are reported and may have been paid for children for whom cost of care was or will be claimed in a previous or subsequent quarter.

B. CLAIMS FROM COUNTY WELFARE DEPARTMENTS UNDER W&IC 1644

Reimbursement from state funds is available to each county, including licensed county adoption agencies, for the full cost of care of any child placed under the custody of the county welfare department pursuant to Sec. 226c of the Civil Code, from the effective date of the court commitment until the date of placement for adoption, or until another permanent plan is made for the child.

1. Claimable Costs Under W&IC 1644

Cost of care is defined as the cost to the county of goods, facilities, and services incurred to meet the needs of children placed under the custody of the county welfare department, including housing, food, clothing, medical, dental, nursing or psychiatric services, and other personal needs. Claimable costs do not include expenditures incurred prior to the date of the court commitment to SDSW or County Adoption Agency under Sec. 226c of the Civil Code, nor expenditures incurred subsequent to placement for adoption, nor after another permanent plan is made for the child by SDSW or County Adoption Agency. Neither does cost of care include costs classified in Section F-850, Item A1, as administrative expenditures.

Amounts paid to meet the needs of children under the ANC law (excepting county supplemental aid) are not claimable as adoption cost of care. County supplemental aid in ANC, or General Relief paid is claimable.

C. SUBMISSION OF CLAIMS

Adoption cost of care subvention claims shall be filed quarterly on Forms AD 800 (in triplicate), AD 801 and/or AD 801A (in duplicate), and, if applicable, AD 803 (in duplicate), and shall be submitted to the SDSW by the 10th of the month following the calendar quarter.

When licensed county adoption agencies care for children under both W&IC 1642 and 1644, the cost of care shall be combined in one claim.

Each item in the cost of care of a child under W&IC 1642 shall be listed on Form AD 801. Each item in the cost of care of a child under W&IC 1644 shall be listed on Form AD 801A. The county warrant number, or other expenditure document number, and the date of disbursement shall be shown, as well as the name (or assumed name assigned to the child) and "State Case Number" of the child for which the cost was incurred. Expenditures claimed as county supplemental aid in ANC or as General Relief shall be so identified on Forms AD 801 and 801A. Expenditures incurred, but not disbursed, can not be allowed. Amounts collected from persons other than adoptive parents to defray cost of care under W&IC 1642 shall be listed on Form AD 803.

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Fiscal

STATE SUBVENTION

F-920

F-920 (Continued)

F-920

1. Limitations Under W&IC 1642

Claims for individual children under W&IC 1642 will not ordinarily be made until after placement. Nevertheless, a county adoption agency may claim reimbursement on a quarterly claim for amounts expended for a relinquished child or a child freed for adoption by action in lieu of relinquishment who has not yet been placed for adoption or other disposition. However, once reimbursement in any amount has been claimed and allowed for the cost of care of a particular child, no further reimbursement will be allowed for any additional cost of care of that child regardless of the additional cost or the length of time the county provides the care. Claims for reimbursement for care of a particular child may be included in the claim for any quarter beginning with the quarter in which relinquishment or action in lieu of relinquishment is effective, but not later than the claim for the fifth calendar quarter following the quarter in which placement or other disposition, or cancellation or rescission of the relinquishment occurred, or not later than the claim for the quarter ending March 31, 1956, whichever is earlier. Claims filed under W&IC 1642 shall not include cost of care rendered after September 30, 1955, and shall reach the SDSW not later than June 29, 1956. In no event will such claims be accepted after that date.

2. Continuing Claims Under W&IC 1644

Claims for individual children under W&IC 1644 shall include all children for whom care was given under Sec. 226c of the Civil Code during the months in the calendar quarter covered by the claim. Unlike children cared for under W&IC 1642, claims for these children may be filed for each quarter as long as the care is given.

D. PAYMENT OF CLAIMS

Quarterly claims, upon approval by SDSW, are certified to the State Controller for payment to the county by state warrant.

(W&IC 115, 116, 1642, 1644; CC225p)

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
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(Pursuant to Government Code Section 11380.1)

S-110 . SUBMISSION OF MONTHLY STATISTICAL REPORTS ON PUBLIC ASSISTANCE

S-110

All counties shall submit copies of the following reports each month to the Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, by the specified due date.

Due not later than the 12th of the month following the month covered by the report:

One copy each of the Monthly Statistical Reports on OAS (Direct), ANB (Direct), APSB, ANC and GR (Forms AG 237-D, BL 237-D, APSB 237, CA 237-FG, CA 237-BHI and GR 237).

Due not later than the 12th of the second month following the month covered by the report:

One copy each of the Monthly Statistical Reports on OAS (Vendor), and ANB (Vendor) (Forms AG 237-V, BL 237-V); and two copies of the Monthly Statistical Report on Reasons for Discontinuance, OAS (Vendor), Form AG 253-V.

Due not later than the 18th of the month following the month covered by the report:

Two copies each of the Monthly Statistical Reports on Public Assistance Reinvestigations, Form DPA-10, and Monthly Statistical Reports on Reasons for Discontinuance, OAS (Direct) and ANC, Forms AG 253-D and CA 253-FG.

Counties should retain file copies of all monthly statistical reports.

(W&IC 115, 116)

These regulations are designated to become effective September 7, 1955

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S-120

PUBLIC ASSISTANCE

Statistical

S-120 INTRODUCTION - MONTHLY STATISTICAL REPORTS ON FORMS
 AG 237-D, AG 237-V, BL 237-D, BL 237-V AND APSB 237

S-120

Content of Reports

Forms AG 237-D, BL 237-D and APSB 237 - Data on these reports are limited to individuals who are receiving, or who make applications or requests (including restoration) to receive aid from OAS, ANB or APSB funds that will be paid entirely to the individual.

Forms AG 237-V and BL 237-V - Data on these reports are limited to individuals who are receiving, or who make applications or requests (including restoration) to receive aid from OAS or ANB funds that will be paid partly by vendor payment in behalf of the individual to a public medical institution for medical care and partly to the individual. Include individuals on whose behalf all of the grant is paid to the public medical institution because the individual's income meets his needs for personal and incidental expenses.

Each report is divided into four parts as follows:

- A. REQUESTS FOR AID - Include all requests for aid except requests for restoration of aid and requests for intercounty transfers.
- B. APPLICATIONS AND REQUESTS FOR RESTORATION - Separate columns are provided for applications (Column 1) and requests for restoration (Column 2). Exclude applications for transfer from another county, automatic restorations and restorations after discontinuance of one or two months for overpayment adjustment.
- C. CASES
- D. OBLIGATIONS INCURRED

When to Report Actions:

Statistical counts listed below, except automatic restorations, are to be reported according to the month in which the board of supervisors takes the official action, not the month in which the action affects the payroll, unless these months are the same:

1. New applications and reapplications granted or denied
2. Requests for restoration granted (except automatic restorations) or denied
3. Restorations granted after case is discontinued for one or two months to adjust for an overpayment
4. Discontinuances.

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Report automatic restorations when payment of aid is resumed (for definition see Sec. A-280 of the Manual of Policies and Procedures - OAS and Sec. B-651 of the Manual of Policies and Procedures - AB).

Discontinuances are to be reported when the board of supervisors takes action whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

Note: Intercounty transfers, intraprogram transfers, automatic restorations and restorations after discontinuance of one or two months to adjust for overpayment are to be reported only in Part C.

Board of Supervisors

The term "board of supervisors" shall be construed to include the duly authorized agent of the board of supervisors.

Definition of "Current Month" and "Last Month"

The calendar month on which the county is reporting statistically will be referred to as the "current month." The month immediately prior to the "current" month will be referred to as "last month."

(W&IC 115, 116)

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S-122

PUBLIC ASSISTANCE

Statistical

S-122 PART A - REQUESTS FOR AID, FORMS AG 237-D, AG 237-V,
 BL 237-D, BL 237-V, APSB 237

S-122

This part includes all requests for OAS-D, OAS-V, ANB-D, ANB-V, or APSB, except requests for restoration and requests for transfer from another county, whether made orally (in person or by telephone) or in writing, if it is clear that the request is for the program or the part of the program covered by the report, even though the individual may not know the title of the program. Requests for information only are not to be reported as requests for aid. Count only one request if two or more requests are made during the month by the same individual.

If the request is made and the application signed during the first contact with the individual, or during the same month, it shall be reported in Part A, as a request, as well as in Part B, as an application signed. (Note that Part A excludes requests for restoration of aid and requests for transfer of aid from another county.)

Item 1. Pending from Last Month - Enter the number of requests for aid brought forward from last month. If Item 5 of last month's report was in error, the correct figure shall be shown in Item 1 and an explanation of the correction shall be made in a footnote.

Item 2. Received During Month - Enter the number of requests for aid received during the current month. Exclude requests for restoration and requests for intercounty transfer of aid.

Item 3. Total - Enter the sum of Items 1 and 2.

Item 4. Disposed of During Month - Enter the sum of Items 4a and 4b.

Item 4a. Applications Signed - Enter the number of applications signed (except for transfer from another county) during the current month. This is the same as Item 7, Column 1.

Item 4b. Requests Withdrawn or Canceled (Application not signed) - Enter the number of requests that were withdrawn or canceled during the current month. If no action on the request is taken by the end of the calendar month following that in which the request was received, report the request as canceled.

Item 5. Pending at End of Month - Enter the number of requests for aid which have not been disposed of and which are still awaiting action at the end of the current month.

(W&IC 115, 116)

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Statistical

PUBLIC ASSISTANCE

S-124

S-124 PART B - APPLICATIONS AND REQUESTS FOR RESTORATION,
FORMS AG 237-D, AG 237-V, BL 237-D, BL 237-V, APSB 237

S-124

This section is designed to report the movement of applications and requests for restoration. Separate columns are provided for segregating new applications and reapplications (Column 1) from requests for restoration (Column 2). Exclude automatic restorations and restorations after discontinuance of one or two months to adjust for overpayment. Also exclude intraprogram transfers of aid, e.g., from OAS-Direct payments to OAS-Vendor payments.

An application erroneously denied in a prior month shall be included in the current month count as an adjustment in Item 6 and as an application granted under Item 9a. An explanation of the reason for the adjustment shall be shown in a footnote.

Item 6. Pending from Last Month - Enter the number of applications and requests for restoration previously received which had not been disposed of, i.e., granted, denied, withdrawn, or canceled, by the end of last month. If Item 10 of last month's report was in error, or a revision is necessary for some other reason, the correct figure shall be shown in Item 6 and an explanation of the correction shall be made in a footnote.

Use this item to effect the transfer of an application from one report to another, e.g., from Form AG 237-D to Form AG 237-V.

Item 7. Received During Month

Column 1. Applications - Enter the number of applications (Forms Ag, BL 200 or Ag 200B) which were signed during the current month. To avoid duplication, exclude OAS applications (Form Ag 200) subsequently signed by applicant if Form Ag 200B has already been included in the application count. Exclude applications for transfer of aid from another county. Item 7 must agree with Item 4a.

Column 2. Requests for Restoration - Enter the number of requests for restoration received by the welfare department during the current month. Exclude restorations on which no written request is required, i.e., automatic restorations and restorations after discontinuance of one or two months to adjust for overpayment.

Item 8. Total - Enter the sum of Items 6 and 7.

Item 9. Disposed of During the Month - Enter the total of Items 9a, 9b, and 9c.

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Item 9a.	<u>Granted</u> - Enter the number of applications (both new and reapplications) and requests for restoration granted during the current month regardless of the beginning date of aid. Item 9a, Column 1, must equal the sum of Items 12a and 12b. Item 9a, Column 2, must equal Item 12c.	
Item 9b.	<u>Denied</u> - Enter the number of applications and requests for restoration denied during the current month.	
Item 9c.	<u>Withdrawn or Canceled</u> - Enter the number of applications and requests for restoration withdrawn by the applicant during the current month or canceled because the individuals have died. Applications and requests for restoration withdrawn by the applicant on which the county takes denial action are to be reported in Item 9b.	
Item 10.	<u>Pending at End of Month</u> - Enter the number of pending applications (Column 1) and requests for restoration (Column 2), including those signed in the current month, which had not been disposed of (i.e., granted, denied, withdrawn, or canceled) by the end of the month. This item is the sum of Items 10a, 10b, 10c, and 10d and is also equal to Item 8 minus Item 9.	
Item 10a.	<u>Signed in Current Month</u> - Enter the number of applications and requests for restoration signed in the current month that were pending at the end of the month. This item will be either equal to, or less than, the entry in Item 7.	
Item 10b.	<u>Signed last month - 1st to 15th inclusive.</u>	(The sum of these two items (cannot exceed the entry in
Item 10c.	<u>Signed last month - 16th to end of month.</u>	(Item 10a on last month's report.)
Item 10d.	<u>Signed prior to last month</u> - The entry in this item cannot exceed the sum of the entries in Items 10b, 10c, and 10d on last month's report.	
	(W&IC 115, 116)	

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Statistical

PUBLIC ASSISTANCE

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S-126 PART C - CASES, FORMS AG 237-D, AG 237-V, BL 237-D, BL 237-V,
APSB 237

S-126

This part is designed for reporting cases that have been granted by action of the board of supervisors and are either continuing cases or cases discontinued by county action during the current month.

- Item 11. Brought Forward from Last Month - Enter the number of active cases brought forward from last month. This entry should agree with Item 15 of last month's report. If Item 15 of last month's report was in error, the correct figure shall be shown in Item 11 and an explanation of the difference shall be made in a footnote. A case erroneously discontinued in a prior month shall be included in the current month count as an adjustment in this item.
- Item 12. Granted During Month - On each report enter the total of the entries in the sub-items; e.g., on Form AG 237-D enter the sum of Items 12a through 12g, on Form APSB 237 the sum of Items 12a through 12f.
- Item 12a. New Applications - Enter the number of new applications granted during the current month regardless of effective date, i.e., the beginning date of aid. Include reapplications granted for persons whose previous applications were withdrawn or denied. Exclude applications for transfer of aid from another county.
- Item 12b. Reapplications - Enter the number of reapplications granted during the current month, regardless of the effective date. Include only reapplications granted for individuals who previously received this aid and were discontinued 12 months or more ago. Reapplications granted for individuals whose only previous applications were denied or withdrawn are to be reported as "new" applications granted (Item 12a).
- Item 12c. Restorations - Written Request - Enter the number of written requests for restoration granted during the current month, regardless of effective date. (A request for restoration is a request for aid by a former recipient whose grant was discontinued within 12 months prior to the date of the request.) Exclude "automatic" restorations and restorations after discontinuance of one or two months for overpayment adjustment; report such restorations in Item 12d.
- Item 12d. Restorations - Written Request Not Required - Enter the number of restorations granted on which no written request for restoration is required, i.e., "automatic" restorations and restorations after one or two months discontinuance to adjust for overpayment. (For definitions of automatic restoration, see Sec. A-280, Manual of Policies and Procedures - OAS and Sec. B-651, Manual of Policies and Procedures - AB.)

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PUBLIC ASSISTANCE

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- Item 12e. (Forms AG 237-V, BL 237-V) Transfers from OAS (Direct)/ANB (Direct) -
Enter the number of cases that have been receiving their entire OAS,
ANB grants, but for whom action was taken during the month to pay
part of the OAS, ANB grant in their behalf to a public medical
institution.
- Item 12e. (Forms AG 237-D, BL 237-D) Transfers from OAS (Vendor)/ANB (Vendor) --
released - Enter the number of individuals who have been receiving
OAS, ANB in a public medical institution, with part of the grant
being paid in the individual's behalf to a public medical institu-
tion, but who were released or left voluntarily and action was
taken during the month to pay all of the grant directly to the
recipient.
- Item 12e. (Form APSB-237) Transfers from another county - Enter the number
of transfers from another county granted during the month.
- Item 12f. (Forms AG 237-D, BL 237-D) Transfers from OAS (Vendor)/ANB (Vendor) --
death - Enter the number of individuals who have been receiving
OAS, ANB in a public medical institution, with part of the grant
being paid in the individual's behalf to a public medical institu-
tion, but who died, and action was taken during the month to pay
the remainder of the grant, for the month the individual died, to
the decedent or other designated individual instead of to the
public medical institution.
- Item 12f. (Forms AG 237-V, BL 237-V) Transfers from Another County - Enter
the number of transfers from another county granted during the month.
- Item 12f. (Form APSB 237) Transfers from ANB - Enter the number of trans-
fers from the ANB program granted during the month.
- Item 12g. (Form AG 237-D, BL 237-D) Transfers from Another County - Enter
the number of transfers from another county granted during the
month.
- Item 12g. (Form BL 237-V) Transfers from APSB - Enter the number of trans-
fers from the APSB program granted during the month.
- Item 12h. (Form BL 237-D) Transfers from APSB - Enter the number of trans-
fers from the APSB program granted during the month.

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Statistical

PUBLIC ASSISTANCE

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Item 13. Total Cases - Enter the sum of Items 11 and 12. This item is also the sum of Items 13a and 13b. This count includes all continuing cases, all cases added during the current month in Item 12, and all cases reported as discontinued in Item 14. It will include all cases that received aid for the current month as well as cases that did not receive aid because the warrants were canceled or were not written.

Item 13a. Received OAS-D (OAS-V, ANB-D, ANB-V, APSB) - Enter the number of persons who, during the current month, received warrants for the current month or whose warrants for the current month were held. On Forms AG 237-V and BL 237-V include recipients whose entire OAS or ANB grants will be paid on their behalf after the end of the month to a public medical institution for medical care. Do not report an individual in this count unless the amount of the grant for the current month is also included in Item 16.

Item 13a(1) (Forms AG 237-V, BL 237-V) Cash and Vendor Payment - Enter the number of persons who received part of the grant for personal and incidental expenses and on whose behalf part of the grant was also authorized to be paid after the end of the month to a public medical institution.

Item 13a(2) (Forms AG 237-V, BL 237-V) Vendor Payment Only - Enter the number of cases on whose behalf all of the grant was authorized to be paid to a public medical institution, i.e., the individual received no payment from OAS, ANB funds for personal and incidental expenses because his income is equal to or more than the allowance for this item.

Note: The average grant per person may be computed by dividing the amount in Item 16 by the number of recipients reported in Item 13a. The average grant thus computed will not exceed the statutory maximum if entries in Items 13a and 16 are correct.

Item 13b. Did Not Receive OAS-D (OAS-V, ANB-D, ANB-V, APSB) - Enter the number of active cases which were not authorized to receive assistance for the current month and the warrants were canceled or not written. Entries in this item, for example, include the following types of cases.

1. New applications, reapplications, restorations, and transfers from another county granted this month, effective in a future month. New applications and reapplications are effective the first of the month in which aid was granted or earlier, and would therefore be included in Item 13a. However, include in this item cases granted so late in the current month that warrants authorized for the current month are not issued until next month.
2. Cases discontinued this month, effective the last day of the preceding month or earlier.

Note: The entry in Item 13b should be an actual count of cases.

(Section Continued on Next Page)

CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULA IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

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PUBLIC ASSISTANCE

Statistical

S-126 (Continued)

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Item 14. Discontinued During Month - Enter the total number of cases on which action to discontinue aid was taken during the current month, whether or not aid was paid for the current month and whether the discontinuance was effective in the current month or in a prior month.

Forms AG 237-D and BL 237-D - Include cases that have been receiving the entire grant but action was taken during the month to authorize payment of part or all of the grant in the individual's behalf to a public medical institution; i.e., the individual is being transferred from OAS-D/ANB-D to OAS-V/ANB-V.

Forms AG 237-V and BL 237-V - Include cases in whose behalf all or part of the grant has been paid to a public medical institution but the action authorized the payment of the entire grant to the individual, i.e., the individual is being transferred from OAS-V/ANB-V to OAS-D/ANB-D.

Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid. The entry in this item must equal the sum of the sub-items on each report, e.g., on Form AG 237-D the sum of Items 14a and 14b. For Forms AG 237-D and AG 237-V the entry in this item must agree with the total number of discontinuances reported on Forms AG 253-D and AG 253-V, respectively.

Item 14a. (Form APSB 237) Transfers to Another County - Enter the number of APSB cases transferred to other counties. Report such cases for the month in which the board of supervisors took action discontinuing aid.

Item 14a. (Forms AG, BL 237-D) Transfers to OAS/ANB (Vendor) - Enter the number of cases that have been receiving OAS, ANB, by direct payment of the grant, i.e., entirely to the individual, but action was taken during the month to make a vendor payment of all or part of the grant to a public medical institution in the individual's behalf for medical care. The entry in this item for Form AG 237-D must be the same as the entry for Code 96 on Form AG 253-D.

Item 14a. (Forms AG, BL 237-V) Transfers to OAS/ANB (Direct) -- Released - Enter the number of cases that have been receiving OAS, ANB, in a public medical institution with all or part of the grant being paid in the individual's behalf to a public medical institution but who were released from the institution (or left voluntarily) and action was taken during the month to make direct payment of the entire grant to the individual. The entry in this item for Form AG 237-V must be the same as the entry for Code 97 on Form AG 253-V.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical

PUBLIC ASSISTANCE

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S-126 (Continued)

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- Item 14b. (Form APSB 237) Transfers to ANB - Enter the number of transfers to the ANB program which were granted during the month.
- Item 14b. (Form AG 237-D) All Other Discontinuances - Enter the number of cases receiving OAS (Direct) which were discontinued during the month, excluding cases transferred to OAS (Vendor) and reported in Item 14a. Include cases reported in Item 12f which, because of death, were transferred from OAS (Vendor) to OAS (Direct) for the month in which death occurred.
- Item 14b. (Forms AG, BL 237-V) Transfers to OAS/ANB (Direct) -- Death - Enter the number of cases that were receiving OAS/ANB (Vendor) but, because of death, were transferred to OAS/ANB (Direct) for the month in which death occurred; i.e., action was taken to pay the remainder of the grant to the decedent or other designated individual rather than by vendor payment to the public medical institution.
- Item 14b. (Form BL 237-D) Transfers to Another County - Enter the number of cases receiving ANB (Direct) that were transferred to other counties.
- Item 14c. (Form APSB 237) Discontinued Because of Death - Enter the number of APSB cases discontinued because of death of the recipient.
- Item 14c. (Form AG 237-V) All Other Discontinuances - Enter the number of cases receiving OAS (Vendor) which were discontinued during the month, excluding cases transferred to OAS (Direct) and reported in Items 14a and 14b.
- Item 14c. (Form BL 237-D) Transfers to APSB - Enter the number of cases receiving ANB (Direct) for which APSB was granted during the month.
- Item 14c. (Form BL 237-V) Transfers to Another County - Enter the number of cases receiving ANB (Vendor) that were transferred to another county during the month.

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
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(Pursuant to Government Code Section 11380.1)

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PUBLIC ASSISTANCE

Statistical

S-126 (Continued)

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- Item 14d. (Form APSB 237) All Other Discontinuances - Enter the number of discontinuances for reasons other than transfer or death.
- Item 14d. (Form BL 237-D) Discontinued Because of Death - Enter the number of cases discontinued because of the death of the individual receiving ANB (Direct). Include cases reported in Item 12f which, because of death, were transferred from OAS (Vendor) to OAS (Direct) for the month in which death occurred.
- Item 14d. (Form BL 237-V) Transfers to APSB - Enter the number of cases receiving ANB (Vendor) for whom APSB was granted during the month.
- Item 14e. (Form BL 237-D) All Other Discontinuances - Enter the number of cases receiving ANB (Direct) that were discontinued for reasons other than transfer or death.
- Item 14e. (Form BL 237-V) Discontinued Because of Death - Enter the number of cases receiving ANB (Vendor) that were discontinued because of death and in whose behalf vendor payment was made to the hospital for the month in which death occurred; i.e., the case was not reported in Item 14b.
- Item 14f. (Form BL 237-V) All Other Discontinuances - Enter the number of cases receiving ANB (Vendor) that were discontinued for reasons other than transfer or death, i.e., for reasons other than those reported in Items 14a through 14e.
- Item 15. Continued to Next Month - Enter the number of cases which are being carried forward to next month. Note that even though a case may have received a warrant this month, it is not to be carried forward to next month if it has been discontinued this month. Item 15 must equal Item 13 minus Item 14.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

Statistical

PUBLIC ASSISTANCE

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S-128 PART D - OBLIGATIONS INCURRED, FORMS AG 237-D, AG 237-V,
BL 237-D, BL 237-V, APSB 237

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This part is designed to report the amount of aid paid to or in behalf of recipients during the month for the month, and the amounts of federal, state, and county shares. Exclude current warrants which were canceled and payments, cancelations, collections, and adjustments for prior months. Also exclude any assistance from county General Relief funds to OAS, ANB, or APSB recipients; such assistance is reported in Part D on Form GR 237.

On Forms AG 237-D, BL 237-D, and APSB 237 report all aid paid to individuals who receive the entire grant, i.e., no part of the grant is paid on their behalf to public medical institutions.

On Forms AG 237-V and BL 237-V report all aid paid to individuals and/or aid paid in their behalf to public medical institutions.

Item 16. Total Obligations - Enter the total amounts of aid paid for the current month.

Item 16a. (Forms AG 237-D, AG 237-V, BL 237-D, and BL 237-V) Federal Share - Enter the amounts of OAS or ANB reported in Item 16 which will be paid from federal funds. (There is no federal participation in APSB.)

Item 16a. (Form APSB 237) State Share - Enter the amount of APSB reported in Item 16 to be paid from state funds.

Item 16b. (Forms AG 237-D, AG 237-V, BL 237-D, and BL 237-V) State Share - Enter the amount of OAS or ANB reported in Item 16 to be paid from state funds.

Item 16b. (Form APSB 237) County Share - Enter the amount of APSB reported in Item 16 to be paid from county funds.

Item 16c. (Form AG 237-D, AG 237-V, BL 237-D, and BL 237-V) County Share - Enter the amount of OAS or ANB reported in Item 16 to be paid from county funds.

(W&IC 115, 116)

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical PUBLIC ASSISTANCE S-170

S-170 MONTHLY STATISTICAL REPORT ON REASONS FOR DISCONTINUANCE, S-170
OAS, ANC

The Monthly Statistical Reports on Reasons for Discontinuance, Forms AG 253-D, AG 253-V, and CA 253 FG, are designed to report the reasons cases are closed in OAS and ANC-FG programs.

This information will provide the SDSW and county welfare directors with essential data for interpreting caseload changes and trends and for gauging the effects of administrative policies.

The reports will be compiled from individual authorization documents. Each discontinuance authorization will contain the appropriate code number indicating the reason the case was discontinued.

Manual of Policies and Procedures - Old Age Security, Sec. A-1321 and Manual of Policies and Procedures - Aid to Needy Children, Sec. C-569, respectively, provide instructions on coding reasons for discontinuance on authorization documents.

The total number of discontinuances reported on Form AG 253-D, Form AG 253-V, Form CA 253 FG each month must agree with the number reported in Item 14 of Form AG 237-D, AG 237-V, and Item 14, Column 1, of Form CA 237 FG, respectively. A discontinuance is to be counted if action to discontinue aid was taken during the current month, whether or not aid was paid for the current month, and whether the discontinuance was effective in the current month or in a prior month. Exception: If discontinuance action is taken in the current month to be effective in a future month, report such discontinuance in the month in which the last warrant is paid.

(Section Continued on Next Page)

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULA
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

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PUBLIC ASSISTANCE

Statistical

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A discontinuance because of transfer to another county is to be counted for the month in which the official action to discontinue aid was taken.

The entry for Code "99", Transfers to Boarding Home and Institutions program, on Form CA 253 FG may be copied from Item 14b, Column 1, Form CA 237 FG, for the current month.

All Boarding Home and Institution discontinuances (including transfers to the Family Group program, Code "79") and partial discontinuances of family cases (i.e., some members discontinued while others continue to receive assistance) are to be excluded from the counts of ANC discontinuances on Form CA 253 FG.

Codes 40-42 have been provided for reporting specific changes in law or policy. Instructions for the use of these codes will be issued by the SDSW when such change in law or policy occur.

(W&IC 115, 116)

These regulations are designated to become effective September 7, 1955

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical	PUBLIC ASSISTANCE	S-190
S-190 STATISTICAL FORMS	FORM AG 237-D	S-190
State of California	Department of Social Welfare	
OLD AGE SECURITY (DIRECT)	COUNTY	
MONTHLY STATISTICAL REPORT	REPORT FOR	19

PART A: REQUESTS FOR AID	(Exclude requests for transfer from another county and requests for restoration)	New and Reapplication Requests	
	1. Pending from last month (Item 5 last month or explain).....		
	2. Received during month.....		
	3. Total (1 + 2).....		
	4. Disposed of during month (a + b).....		
	a. Applications signed.....		
	b. Requests withdrawn or canceled (application not signed)...		
	5. Pending at end of month (3 minus 4).....		

PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)	Applications (1)	Requests for Restoration (2)
	6. Pending from last month (Item 10 last month or explain).....		
	7. Received during month (Column 1 same as 4a).....		
	8. Total (6 + 7).....		
	9. Disposed of during the month (a + b + c).....		
	a. Granted.....		
	b. Denied.....		
	c. Withdrawn or canceled.....		
	10. Pending at end of month (8 minus 9; also sum of a through d)...		
	a. Signed in current month.....		
	b. Signed last month - 1st to 15th inclusive.....		
	c. Signed last month - 16th to end of month.....		
	d. Signed prior to last month.....		

PART C: CASES	11. Brought forward from last month (Item 15 last month or explain).....	
	12. Granted during month (sum of a through g).....	
	a. New applications... THE SUM OF THESE TWO MUST EQUAL ITEM 9a IN COLUMN 1	
	b. Reapplications.....	
	c. Restorations - written request (same as 9a, Col. 2).....	
	d. Restorations - written request not required.....	
	e. Transfers from OAS (Vendor) - Released.....	
	f. Transfers from OAS (Vendor) - Death.....	
	g. Transfers from another county.....	
	13. Total cases (sum of 11 and 12; also a + b below).....	
	a. Received OAS (Direct).....	
	b. Did not receive OAS (Direct).....	
	14. Discontinued during the month (sum of a and b).....	
	a. Transfers to OAS (Vendor).....	
	b. All other discontinuances.....	
	15. Continued to next month (13 minus 14).....	

PART D: OBLIGATIONS INCURRED	16. Total (a + b + c).....	\$
	a. Federal share.....	
	b. State share.....	
	c. County share.....	

NOTE: TO COMPUTE AVERAGE GRANT
DIVIDE ITEM 16
BY ITEM 13a

Signature of Reporting Officer

Date

Form AG 237-D, Revised September 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-190	PUBLIC ASSISTANCE	Statistical
S-190 (Continued)	FORM AG 237-V	S-190
State of California		Department of Social Welfare
OLD AGE SECURITY (VENDOR)		COUNTY _____
MONTHLY STATISTICAL REPORT		REPORT FOR _____ 19__

PART A: REQUESTS FOR AID	(Exclude requests for transfer from another county and requests for restoration)		New and Reapplication Requests	
	1.	Pending from last month (Item 5 last month or explain).....		
	2.	Received during month.....		
	3.	Total (1 + 2).....		
	4.	Disposed of during month (a + b).....		
	a.	Application signed.....		
	b.	Requests withdrawn or canceled (application not signed).....		
	5.	Pending at end of month (3 minus 4).....		

PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)		Applications (1)	Requests for Restoration (2)
	6.	Pending from last month (Item 10 last month or explain).....		
	7.	Received during month (Column 1 same as 4a).....		
	8.	Total (6 + 7).....		
	9.	Disposed of during the month (a + b + c).....		
	a.	Granted.....		
	b.	Denied.....		
	c.	Withdrawn or canceled.....		
	10.	Pending at end of month (8 minus 9; also sum of a through d)....		
	a.	Signed in current month.....		
	b.	Signed last month - 1st to 15th inclusive.....		
	c.	Signed last month - 16th to end of month.....		
d.	Signed prior to last month.....			

PART C: CASES	11.	Brought forward from last month (Item 15 last month or explain).....	
	12.	Granted during month (sum of a through f).....	
	a.	New applications....	
	b.	Reapplications....	
	c.	Restorations - written request (same as 9a, Col. 2).....	
	d.	Restorations - written request not required.....	
	e.	Transfers from OAS (Direct).....	
	f.	Transfers from another county.....	
	13.	Total cases (sum of 11 and 12; also a + b below).....	
	a.	Received OAS (Vendor) (sum of (1) plus (2)).....	
	(1)	Cash and vendor payment.....	
	(2)	Vendor payment only.....	
	b.	Did not receive OAS (Vendor).....	
	14.	Discontinued during the month (sum of a through c).....	
	a.	Transfers to OAS (Direct)-Released.....	
b.	Transfers to OAS (Direct)-Death.....		
c.	All other discontinuances.....		
15.	Continued to next month (13 minus 14).....		

PART D: OBLIGATIONS INCURRED	16.	Total (a + b + c).....	\$
	a.	Federal share.....	
	b.	State share.....	
	c.	County share.....	

NOTE: TO COMPUTE AVERAGE GRANT DIVIDE ITEM 16 BY ITEM 13a ..

Signature of Reporting Officer

Date

Form AG 237-V, September 1955

(Section Continued on Next Page)

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULA JS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Statistical PUBLIC ASSISTANCE S-190
S-190 (Continued) FORM BL 237-D S-190

State of California Department of Social Welfare
AID TO NEEDY BLIND (DIRECT) COUNTY
MONTHLY STATISTICAL REPORT REPORT FOR 19

PART A: REQUESTS FOR AID	(Exclude requests for transfer from another county and requests for restoration)		New and Reapplication Requests	
	1.	Pending from last month (Item 5 last month or explain).....		
	2.	Received during month.....		
	3.	Total (1 + 2).....		
	4.	Disposed of during month (a + b).....		
	a.	Applications signed.....		
	b.	Requests withdrawn or canceled (Application not signed)...		
	5.	Pending at end of month (3 minus 4).....		

PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)		Applications (1)	Requests for Restoration (2)
	6.	Pending from last month (Item 10 last month or explain).....		
	7.	Received during month (Column 1 same as 4a).....		
	8.	Total (6 + 7).....		
	9.	Disposed of during the month (a + b + c).....		
	a.	Granted.....		
	b.	Denied.....		
	c.	Withdrawn or canceled.....		
	10.	Pending at end of month (8 minus 9; also sum of a through d)..		
	a.	Signed in current month.....		
	b.	Signed last month - 1st to 15th inclusive.....		
	c.	Signed last month - 16th to end of month.....		
d.	Signed prior to last month.....			

PART C: CASES	11.	Brought forward from last month (Item 15 last month or explain)		
	12.	Granted during month (sum of a through h).....		
	a.	New applications... THE SUM OF THESE TWO MUST EQUAL ITEM 9a IN COLUMN 1		
	b.	Reapplications.....		
	c.	Restorations - written requests (same as 9a, Col. 2).....		
	d.	Restorations - written request not required.....		
	e.	Transfers from ANB (Vendor) - Released.....		
	f.	Transfers from ANB (Vendor) - Death.....		
	g.	Transfers from another county.....		
	h.	Transfers from APSB.....		
	13.	Total cases (sum of 11 and 12; also a + b below).....		
	a.	Received ANB (Direct).....		
	b.	Did not receive ANB (Direct).....		
	14.	Discontinued during the month (sum of a through e).....		
	a.	Transfers to ANB (Vendor).....		
b.	Transfers to another county.....			
c.	Transfers to APSB.....			
d.	Discontinued because of death.....			
e.	All other discontinuances.....			
15.	Continued to next month (13 minus 14).....			

PART D: OBLIGATIONS INCURRED	16.	Total (a + b + c).....		\$
	a.	Federal share.....		
	b.	State share.....		
	c.	County share.....		

NOTE: TO COMPUTE AVERAGE GRANT DIVIDE ITEM 16 BY ITEM 13a

Signature of Reporting Officer Date
Form BL 237-D, Revised September 1955

S-190 S-190 (Continued) State of California		PUBLIC ASSISTANCE FORM BL 237-V		Statistical S-190	
AID TO NEEDY BLIND (VENDOR) MONTHLY STATISTICAL REPORT			Department of Social Welfare		
			COUNTY	REPORT FOR 19	
PART A: REQUESTS	(Exclude requests for transfer from another county and requests for restoration)			New and Reapplication Requests	
	1. Pending from last month (Item 5 last month or explain).....				
	2. Received during month.....				
	3. Total (1 + 2).....				
	4. Disposed of during month (a + b).....				
	a. Application signed.....				
	b. Requests withdrawn or canceled (Application not signed)...				
	5. Pending at end of month (3 minus 4).....				
PART B: APPLICATIONS AND REQUESTS FOR RESTORATION	(Exclude applications for transfer from another county)			Applications (1)	Requests for Restoration (2)
	6. Pending from last month (Item 10 last month or explain).....				
	7. Received during month (Column 1 same as 4a).....				
	8. Total (6 + 7).....				
	9. Disposed of during the month (a + b + c).....				
	a. Granted.....				
	b. Denied.....				
	c. Withdrawn or canceled.....				
	10. Pending at end of month (8 minus 9; also sum of a through d)...				
	a. Signed in current month.....				
b. Signed last month - 1st to 15th inclusive.....					
c. Signed last month - 16th to end of month.....					
d. Signed prior to last month.....					
PART C: CASES	11. Brought forward from last month (Item 15 last month or explain)				
	12. Granted during month (sum of a through g).....				
	a. New applications.....	THE SUM OF THESE TWO MUST EQUAL ITEM 9a IN COLUMN 1			
	b. Reapplications.....				
	c. Restorations - written requests (same as 9a, Col. 2).....				
	d. Restorations - written request not required.....				
	e. Transfers from ANB (Direct).....				
	f. Transfers from another county.....				
	g. Transfers from APSB.....				
	13. Total cases (sum of 11 and 12; also a + b below).....				
	a. Received ANB (Vendor) (Sum of (1) plus (2)).....				
	(1) Cash and vendor payment.....				
	(2) Vendor payment only.....				
	b. Did not receive ANB (Vendor).....				
	14. Discontinued during the month (sum of a through f).....				
a. Transfers to ANB (Direct) - Released.....					
b. Transfers to ANB (Direct) - Death.....					
c. Transfers to another county.....					
d. Transfers to APSB.....					
e. Discontinued because of death.....					
f. All other discontinuances.....					
	15. Continued to next month (13 minus 14).....				
PART D: OBLIGATIONS INCURRED	16. Total (a + b + c).....			\$	
	a. Federal share.....	NOTE: TO COMPUTE AVERAGE GRANT DIVIDE ITEM 16 BY ITEM 13a			
	b. State share.....				
	c. County share.....				

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Form BL 237--V, September 1955

(Section Continued on Next Page)

CALIFORNIA-SDS-1-MANUAL-STAT

REVISION 58

Revised July 21, 1955
Effective September 7, 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL PUBLIC ASSISTANCE S-190
S-190 (Continued) FORM AG 253-D S-190

State of California FORM AG 253-D	Department of Social Welfare
OLD AGE SECURITY (DIRECT) Monthly Statistical Report on REASONS FOR DISCONTINUANCE	COUNTY _____ REPORT FOR THE MONTH OF _____, 19____

REASON FOR DISCONTINUANCE	CODE	NUMBER OF CASES
Grand Total: Cases discontinued during the month (as reported on Form Ag 237-D).....		
Deaths (Exclude deaths/transfer cases reported under Code 98).....	99	
Transferred from OAS (Direct) to OAS (Vendor).....	96	
Transfers to other counties.....	89	
Adjustment for overpayment.....	69	
Sub-Total: Cases discontinued for reasons listed below (Codes 01 through 50).....		
INCOME REASONS:		
Earnings of Recipients:		
-County assisted in job placement.....	01	
-Recipient found own employment.....	02	
Earnings or other resources of spouse.....	03	
Contributions from adult children.....	04	
Monthly income from real property.....	05	
Recurring lump sum income.....	06	
Old Age and Survivors Insurance.....	07	
Railroad retirement benefit.....	08	
Military pension or benefit.....	09	
Civil pension or annuity.....	10	
Other income.....	11	
PROPERTY REASONS:		
Increased real property holdings.....	20	
Increased assessment of real property.....	21	
Refuses to comply with real property utilization requirements.....	22	
Increased personal property holdings.....	23	
OTHER REASONS:		
Admitted to public TB or mental hospital or in other public medical institution because diagnosed as TB or psychotic.....	29	
Patient in county infirmary (custodial care).....	31	
Inmate of other public institution.....	32	
Accepted for ANB or APSB.....	33	
Loss of state residence.....	34	
Whereabouts unknown.....	35	
Discontinuance requested by recipient; no reason given for request.....	36	
Change in state law or policy (Do not use unless instructed by SDSW):		
_____	40	
_____	41	
_____	42	
Other.....	50	

Signature of reporting officer	Title	Date
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Submit two copies to Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, not later than the 18th of the month following the report month.

Form Ag 253-D, Revised September 1955

(Section Continued on Next Page)

CONTINUATION SHEET
DR FILING ADMINISTRATIVE REGULA IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-190

PUBLIC ASSISTANCE

STATISTICAL

S-190 (Continued)

FORM AG 253-V

S-190

State of California
FORM AG 253-V

Department of Social Welfare

OLD AGE SECURITY (VENDOR)
Monthly Statistical Report on
REASONS FOR DISCONTINUANCE

COUNTY _____
REPORT FOR THE MONTH OF _____, 19__

REASON FOR DISCONTINUANCE	CODE	NUMBER OF CASES
Grand Total: Cases discontinued during the month (as reported on Form Ag 237-V).....		
Death - transferred from OAS (Vendor) to OAS (Direct).....	98	
Release - transferred from OAS (Vendor) to OAS (Direct).....	97	
Transfers to other counties.....	89	
Adjustment for overpayment.....	69	
Sub-Total: Cases discontinued for reasons listed below (Codes 01 through 50).....		
INCOME REASONS:		
Earnings of Recipient:		
-County assisted in job placement.....	01	
-Recipient found own employment.....	02	
Earnings or other resources of spouse.....	03	
Contributions from adult children.....	04	
Monthly income from real property.....	05	
Recurring lump sum income.....	06	
Old Age and Survivors Insurance.....	07	
Railroad retirement benefit.....	08	
Military pension or benefit.....	09	
Civil pension or annuity.....	10	
Other income.....	11	
PROPERTY REASONS:		
Increased real property holdings.....	20	
Increased assessment of real property.....	21	
Refuses to comply with real property utilization requirements.....	22	
Increased personal property holdings.....	23	
OTHER REASONS:		
Admitted to public TB or mental hospital or in other public medical institution because diagnosed as TB or psychotic.....	29	
Patient in county infirmary (custodial care).....	31	
Inmate of other public institution.....	32	
Accepted for ANB or APSB.....	33	
Loss of state residence.....	34	
Whereabouts unknown.....	35	
Discontinuance requested by recipient; no reason given for request.....	36	
Change in state law or policy (Do not use unless instructed by SDSW):		
	40	
	41	
	42	
Other.....	50	

Signature of reporting officer _____ Title _____ Date _____
Submit two copies to Bureau of Research and Statistics, SDSW, 616 K Street, Sacramento, not later than the 12th of the second month following the report month.
Form Ag 253-V, September 1955

(Section Continued on Next Page)

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULA IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STATISTICAL

ADOPTIONS

S-222

S-222 PART D - ADDITIONAL INFORMATION ON CHILDREN REPORTED IN
ITEMS 12 AND 18, FORM ADOP 56C

S-222

Item 19. Children in Item 12, Column 1, Who Are Under Supervision of Another Social Agency (Except Adoption) or Another Unit of Reporting Agency. This item provides two counts, Total Children and Unplaceable for Adoption.

Total Children. Enter the number of children (included for part of the count in Item 12, Column 1) who are under the supervision of another social agency (other than an adoption agency) or a different unit of the reporting agency. Include, for example, children under study at the end of the month but who are physically under the care of another agency or of another unit of the reporting agency. This may include children who are under study but who have not yet come under supervision of the adoption unit or agency making the report. This count will also include children whom the adoption agency has decided it cannot place within a reasonable time and has, therefore, transferred to another unit. It includes children who are considered unplaceable for adoption and for whom relinquishments are on file with the SDSW.

Unplaceable for Adoption. Enter the number of children (included for part of the counts in Item 12, Column 1, and Item 19) under the supervision of another social agency or unit of the reporting agency whom the agency considers unplaceable for adoption in the foreseeable future.

Item 20. Children in Item 12C, Column 1, Receiving ANC. Enter the number of children reported in Item 12C, Column 1, who are receiving Aid to Needy Children.

(W&IC 115, 116)

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULA VS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

S-290

ADOPTIONS

Statistical

S-290 (Continued)

FORM ADOP 56C

S-290

State of California

Department of Social Welfare

ADOPTION PLACEMENT SERVICES
RELINQUISHMENT PROGRAM

County _____

Agency _____

MONTHLY STATISTICAL REPORT

Report for Month of _____ 19 _____

Part A. Requests to Arrange Adoptive Placement

Children
(include unborn)

1. Pending from last month (Item 5 last month).....
2. Received during month.....
3. Total (1 + 2).....
4. Disposition of requests during month (4a + 4b).....
 a. Accepted for study or supervision
 (same as Item 7, Col. 1).....
 b. Otherwise disposed of.....
5. Pending at end of month (3 minus 4).....

Submit in duplicate to Bureau of
Research and Statistics, State
Department of Social Welfare,
616 K Street, Sacramento 14,
California

Part B. Children Under Preplacement Study or Supervision

This Agency's Children
(Exclude Col. 2)

Total
(Include Col. 1A)
(1)

Under another adop-
tion agency's care
(1A)

Children from
another adop-
tion agency
(2)

6. Pending from last month (Item 12 last month).....
7. Accepted for study or supervision during month (Col 1)
Transferred under interagency placement agreements
(Cols. 1A and 2).....
8. Returned or removed from adoptive homes during month
9. Total (6 + 7 + 8).....
10. Placed in adoptive homes during month.....
11. Service terminated during month (a + b).....
 a. Parent kept or reclaimed child or made inde-
 pendent placement.....
 b. Other.....
12. Under study or supervision at end of month (a + b + c;
9 minus sum of 10 and 11).....
 a. Unborn.....
 b. Not relinquished*—Born.....
 c. Relinquished*.....

SEE NOTE
BELOW

XXX

XXX

PART C. Children in Adoptive Homes

(1)

(1A)

(2)

13. Brought forward from last month (Item 18 last month)
14. Placed in adoptive homes during month (same as 10)
15. Total (13 + 14).....
16. Service terminated during month (a + b).....
 a. Adoptions completed.....
 b. Other reasons (specify reason, e.g., child died).
17. Returned or removed from adoptive homes during month
18. In adoptive homes at end of month (15 minus sum of
16 and 17).....

PART D. Additional Information on Children Reported in Items 12 and 18

Total
Children

Unplaceable
for adoption

19. Children in Item 12, Col. 1, who are under supervision of another
social agency (except adoption) or another unit of reporting agency...
20. Children in Item 12c, Col. 1, receiving ANC.....
21. Names of adoption agencies retaining responsibility for children in Items
12 and 18, Column 2 (show number of children from each agency)
 a. _____ c. _____
 b. _____ d. _____

*Note: Construed to include actions in lieu of relinquishment and determination that no action is necessary.

(Signature of Reporting Officer)

(Title)

Form Adop 56C, Revised October 1955

(Date)

(Section Continued on Next Page)

CALIFORNIA-SDSW-MANUAL-STAT

REVISION 62

Revised July 21, 1955
Effective October 1, 1955

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Organization and Administration

WELFARE PERSONNEL STANDARDS

070-20

070-20 ORGANIZATION FOR MERIT SYSTEM
WPS

070-20

The SSWB shall have jurisdiction over this merit system plan and responsibility to:

1. Adopt necessary rules for administration of a comprehensive state-wide merit system;
2. Establish general policy for the administration of a state-wide merit system;
3. Adopt classification and compensation plans after consulting with the county agencies;
4. Contract with examining agency for conducting merit system examinations, for maintaining eligible lists, and for performing other technical personnel services as required. Consult with examining agency and establish general policies for administration of the merit system examinations;
5. Provide for the hearing of all appeals arising from administration of these regulations;
6. Promote public understanding of the merit system;
7. Issue reports;
8. Review and consider recommendations for amendments to these rules;
9. Make recommendations to the county agencies relative to their internal personnel practices to assure conformity with these rules;
10. Review personnel operations and to take any action provided by law necessary to enforce the provisions of these rules.

(W&IC 119.5, 119.6; FSSA)

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SDSW-CALIFORNIA-MANUAL

REVISION 112

Revised July 21, 1955
Effective September 1, 1955

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

070-25 MERIT SYSTEM ADVISORY COMMITTEE

070-25

WPS

In order that the SSWB may secure the fullest possible information on problems arising from administration of the merit system in counties on a state-wide basis, SSWB may appoint a Merit System Advisory Committee which shall include representatives of the County Supervisors' Association of California and representatives of the County Welfare Directors' Association of California.

It shall be the function of the Merit System Advisory Committee:

- a. To receive from the staff of SDSW proposed changes and additions to the classification plan, compensation plan, or rules of the California Merit System when such changes affect policies significantly different from those currently in effect in all or nearly all of the California county welfare departments included in the merit system; to review and discuss such proposed changes and additions in formal meetings and to recommend appropriate action to the SSWB.
- b. To make recommendations, independently or upon suggestion from individual citizens or from various organized groups, to the SSWB, pertaining to policies on classification, compensation, and administrative matters for the suggested improvement of the California Merit System.

(W&IC 119.5, 119.6)

070-35 PERSONNEL OFFICER

070-35

(Repealed)

These regulations are designated to be effective September 1, 1955.
Section 070-35 is designated to be repealed effective September 1, 1955.

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R FILING ADMINISTRATIVE REGULAT 5
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

071-12 ADOPTION OF COUNTY-WIDE PLAN

071-12

WPS

In lieu of the salary schedules outlined in Sec. 071-05, a board of supervisors may adopt salary ranges in a county-wide compensation plan for use in the county welfare department. Such a plan shall be in conformity with established standards and subject to approval by the SDSW. Official notification of the plan adopted shall be forwarded by the county to the SDSW showing the date of adoption and the effective date of the plan.

The administration of a county-wide compensation plan shall be in accordance with the provisions of these rules on administration of the compensation plan.

(W&IC 119.5, 119.6)

071-13 STANDARDS FOR COUNTY-WIDE PLAN

071-13

WPS

The following standards shall be applied by the SDSW in judging the acceptability of a county-wide plan, or its revisions:

1. The plan shall be based on a comprehensive classification plan and adequate salary survey made by a competent authority.
2. The plan shall be applicable to the classified positions in the county service.
3. The plan shall include salary ranges calling for minimum, maximum, and intervening steps.
4. The plan shall be based upon the principle that like salaries shall be paid for comparable duties and responsibilities in the county service.
5. In establishing or changing salary ranges, consideration shall be given to prevailing rates for comparable service in other public employment and in private business.
6. Reasonable salary differentials shall be maintained between classes to reflect the responsibility and difficulty of the classes. As one standard for judging reasonable salary differentials, the county shall use the merit system compensation plan. Any significant deviation from the established salary relationships of the merit system compensation plan shall be supported by prevailing rate data. These data shall be made available to the SDSW.
7. Procedures shall be established for amending and revising the county-wide plan as needed.

(W&IC 119.5, 119.6)

These regulations are designated to be effective September 1, 1955.

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DR FILING ADMINISTRATIVE REGULA VS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

COURT PROCEEDINGS

2100-00

2100-00 PROCEDURE FOR FILING PETITION

2100-00

A. Filing

Any person desiring to adopt a child may for that purpose petition the Superior Court of the county in which the petitioner resides and the clerk of the court shall immediately notify the State Department of Social Welfare at Sacramento in writing of the pendency of the action and of any subsequent action taken. (Sec. 226, Civil Code)

Exception: No petition may be filed to adopt a child relinquished to a licensed adoption agency except by the prospective adoptive parents with whom the child has been placed for adoption by the adoption agency. (Civil Code Sec. 224n)

B. Form of Petition

There is no required form for a petition, and it may be prepared by either the attorney for the petitioner or by the petitioner acting as his own attorney. The Department will make available on request to the petitioners or their attorney an outline which may be used in the preparation of an adoption petition.

C. Content of Petition

In order to insure that basic legal requirements are met, it is desirable to include in the petition the following points regarding the petitioners, the child to be adopted, the child's name after adoption:

1. Petitioners

- (a) That petitioners are residents of the county in which the petition is filed. (Sec. 226, Civil Code)
- (b) That petitioners are adults (i.e., over 21 years of age), and at least 10 years older than the person adopted. (Secs. 221, 222, Civil Code)
- (c) Petitioners' marital status. This is necessary because of the provision that a married man not lawfully separated from his wife cannot adopt a child without the consent of his wife, nor can a married woman not thus separated from her husband, without his consent, provided the husband or wife not consenting is capable of giving such consent. (Sec. 223, Civil Code)
- (d) The address of the petitioners is not required by law, but it is desirable to include it in the petition (since the petitioners will be interviewed during the course of the investigation).

(Section Continued on Next Page)

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

2100-00

COURT PROCEEDINGS

2100-00 (Continued)

2100-00

2. Child to be Adopted

- (a) Name of the child, including all variations if a child has been known by several names. If the name on the birth certificate is different from that by which the child is known to the petitioners, this should be clearly stated.
- (b) Birth date and birthplace of child.
- (c) Legal status of the child, which may be stated in the following way:
 - (1) The child was born unto _____ and _____, husband and wife, or
 - (2) The child was born out of wedlock unto _____, or
 - (3) The child was born unto _____, and pursuant to Secs. 200 and 224 of Civil Code of California, the consent of the mother only is required to the adoption.
- (d) If the child has been relinquished to an agency, it is the agency's responsibility to furnish the attorney information regarding the child to be included in the petition. The names of the parents need not be given to the attorney nor shown in the petition.

3. Child's Name After Adoption

A child, when adopted, may take the family name of the person adopting. (Sec. 228, Civil Code) It is, therefore, desirable to include in the petition the name by which the child will be known after adoption, regardless of whether the name is changed or remains the same.

4. Amended Petition

- (a) An amended petition may be filed to correct errors in the original petition, or
- (b) To present new fact or facts which have been disclosed after the filing of the petition, for example:
 - (1) Amended petition showing that the child has been declared free from the custody of his parent or parents.
 - (2) Amended petition showing that the parent, whose consent otherwise necessary, has died.
 - (3) Amended petition showing that the natural mother, who had been reported to have sole custody, was in fact married at the time of the child's birth, and giving the correct date obtained.

SDSW-CALIFORNIA-ADOPTION MANUAL

Reissued October 19, 1949
 Effective November 1, 1949

These regulations are designated to become effective September 7, 1955

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

COURT PROCEEDINGS

2115-00

2115-00 EXTENSION OF TIME FOR REPORT

2115-00

A. Legal basis:

Except in the case of the adoption of a child by a stepparent where one natural or adoptive parent retains his or her custody and control, it shall be the duty of the Department of Social Welfare or county adoption agency to submit to the court a full report of the facts disclosed by its inquiry with a recommendation regarding the granting of the petition, within 180 days after the filing of the petition, provided, however, that the court may allow such additional time for the filing of said report as in its discretion it may see fit, after at least five days notice to the petitioner or petitioners and opportunity for such petitioner or petitioners to be heard with respect to the request for additional time.

B. Circumstances under which extension may be requested:

An extension of time may be requested when it is evident that the obstacle which makes a recommendation of approval impossible at the time can be cleared within a reasonable period. It is not contemplated that requests for extensions shall be made because of delays which are the result of negligence on the part of the agency.

Instances in which extensions may be requested are as follows:

1. When an essential piece of documentary evidence has not been received.
2. When a petition is to be filed to have the child declared free from the custody and control of his parents, if such petition can be filed within the limit of an additional 180 days.
3. When the petitioners wish time to make certain adjustments which are deemed desirable before the adoption can be recommended.
4. When the child's development is slow, or when there is a doubtful hereditary background and the petitioners agree with the agency that a further period of time should be allowed for the study and observation of the development of the child before a final decision is reached.
5. When the petitioners, or their attorney, for some specific reason, have requested the agency not to proceed with the investigation at the time.

C. Procedure for securing extension:

1. As soon as it is apparent that an extension of time will be necessary, but not later than 15 days before the due date, attempt to get the attorney's agreement to the extension.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2115-00

COURT PROCEEDINGS

2115-00 (Continued)

2115-00

2. Address written request to the court giving explanation of necessity for such extension of time (Form Adop M19), and attach the attorney's agreement to extension, if he has given it in writing.
3. Send to the county clerk with copy to the attorney for the petitioners, the request for extension, together with three copies of the form for authorization of extension (Form Adop M34). The clerk should be instructed to retain one copy of the authorization for his files.
4. When the authorization is received, file one copy in the adoption case record, and send one copy to the attorney for the petitioners.
5. If the order authorizing the extension is not returned from the court within a reasonable length of time, clearance should be made with the judge. If the authorization has not been returned and no word has been received from the court by the 175th day, or, if the judge has refused to authorize extension, a full report of all information which has been obtained up to that date shall be filed, with recommendation of denial. This must be in the hands of the court within the 180-day period.

D. Content of request to the court:

The request shall include the following:

1. The names of the petitioners, the date on which petition was filed, and the original due date.
2. A statement of the status of the case, giving reason for the request for extension of time. This should be specific and full enough to give the judge a true picture of the obstacle which prevents the completion within the time allowed by law.
3. If the attorney agrees to an extension, a statement to that effect, showing the specific number of days needed within which to file the final report.

(Section Continued on Next Page)

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

COURT PROCEEDINGS

2115-00

2115-00 (Continued)

2115-00

4. If the attorney has not agreed to the extension (a) a statement that he has not agreed; (b) a statement that copy of the request to the court is being mailed the same day to the attorney; (c) a request that after the required 5 days have elapsed the court extend by _____ days the time for filing the final report; and (d) a statement that the agency will not appear in support of its request for extension unless asked to do so by the court.

E. Length of time to be requested:

The extension requested shall be for the period of time estimated as adequate to clear the obstacle to the filing of the final report. Ordinarily, the extension should not exceed ninety days. If the obstacle cannot be cleared within that time, a second request may be filed asking for an additional period, not to exceed ninety days. The total extensions requested should not ordinarily exceed 180 days, or a total investigation period of 365 days. If the obstacle is not cleared by that time, the final report shall be filed, with recommendations of denial without prejudice if that is deemed advisable.

There may be exceptions such as a health condition which is in process of being cleared, for example, awaiting a negative serological.

If it is necessary to request a longer extension, report of the circumstances shall be sent to the Adoption Bureau.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2210-00 ACTIONS IN LIEU OF CONSENT OR RELINQUISHMENT BY PARENTS

2210-00

- A. The consent of the mother is not necessary, if the custody of any legitimate child has by any judicial decree been given to the father, and the mother for a period of one year fails to communicate with such child when able to do so; and

The consent of the father is not necessary if the custody of the legitimate child has by judicial decree been given to the mother, and the father for the period of one year has wilfully failed to pay for the care and support and education of the child, when able to do so.

The parent to whom custody has been given alone may consent to the adoption, but only after the parent to whom custody has not been given has been personally served with a copy of a citation requiring him or her to appear at the time and place set for the appearance. If the parent cannot be located for personal service, it may be made by publication as provided for in Section 413 of the Code of Civil Procedure (Section 224 Civil Code).

(Section Continued on Next Page)

These regulations are designated to be effective September 7, 1955.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2210-00

CONSENTS AND RELINQUISHMENTS

2210-00 (Continued)

2210-00

B. The consent of the parent or parents is not necessary under the following circumstances:

1. If the father or mother of any child has been judicially deprived of the custody and control of the child by order of the Juvenile Court, declaring the child to be free from the custody and control of either or both of his parents as provided in W&IC 701, 720, 775 - 786; or by similar order of a court of another jurisdiction, pursuant to the law of that jurisdiction; or if the father or mother has in a judicial proceeding in another jurisdiction voluntarily surrendered his right to custody and control of the child in accordance with the laws of that jurisdiction. (See Sec. 2620-00, Legal Status of Child.) (See Sec. 224-1, Civil Code) (See Secs. 2370-00 and 2440-00 for procedure to be followed if child is to be declared free from custody and control of a parent who is a patient at a state hospital.)

These provisions do not refer to the giving up of custody by one parent to another in a divorce decree or the awarding of custody to a parent in a divorce decree. The surrender of custody in a divorce action is incidental to the divorce action and is not pursuant to any law regarding surrender of a child.

2. If the father or mother of any child has deserted the child without provision for its identification. (Sec. 224-2, Civil Code)
3. If the father or mother of any child has relinquished the child for adoption as provided in Sec. 224m of Civil Code to a licensed adoption agency in California, or to a licensed or authorized child placing agency in another jurisdiction. (Sec. 224-3, Civil Code)

These regulations are designated to be effective September 7, 1955

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CONTINUATION SHEET
R FILING ADMINISTRATIVE REGULATION S
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2225-00 CONSENT OF SDSW OR CALIFORNIA ADOPTION AGENCY

2225-00

A. In an Independent Adoption

1. In all cases in which the consent of the natural parent or parents is not necessary, the SDSW or county adoption agency shall, prior to the hearing of the petition, file its consent to the adoption with the clerk of the Superior Court of the county in which the petition is filed. (Sec. 226, Paragraph 4, Civil Code)

If the parent or parents whose consents are necessary die after signing consent but before the adoption hearing, the consent of the SDSW or county adoption agency will be necessary. The consent of the parent or parents may be filed with the court report as evidence of the parents' wishes, but the adoption cannot be granted legally on the basis of the parents' consent alone. See Sec. 2105-00 for procedure on filing the report.

2. If the father or mother of a child to be adopted is outside the State of California, his or her consent may be signed before a notary and in such case the consent of the SDSW or county adoption agency will also be necessary. (Sec. 226, Paragraph 8, Civil Code)

B. In an Agency Adoption (Relinquishment)

If the child has been relinquished to a licensed adoption agency in California and placed by it, the agency must join in the petition for adoption and consent to the adoption. The consent may be included in the allegations of the petition. (See Form for Petition in Agency Adoption)

If the agency refuses to consent to the adoption by the person or persons with whom it has placed the child for adoption the court may nevertheless decree the adoption if it finds that the refusal to consent is not in the best interest of the child.

These regulations are designated to be effective September 7, 1955.

DO NOT WRITE IN THIS SPACE

AGENCY ADOPTIONS - RELINQUISHMENT PROGRAM

2475-05

2475-05 PROCEDURE WHEN AGENCY SEEKS TO REMOVE CHILD FROM ADOPTIVE HOME
DURING SUPERVISORY PERIOD

2475-05

Occasionally an adoption agency will find that the welfare of a child placed by it for adoption requires that the child be removed from the prospective adoptive home during the supervisory period. Section 224n makes it clear that the agency is entitled to the custody and control of the child until a petition for adoption has been granted and that the agency at its discretion may terminate any placement for temporary care or for adoption at any time prior to the granting of the petition for adoption. However, some prospective adoptive parents may fail to recognize the right of the agency and may either refuse to return the child to the agency or may return him but later file a petition to adopt him in spite of the agency's unwillingness to approve the completion of the adoption.

In order that the agency may be informed promptly of any proceeding which the prospective adoptive parents may file, the agency should notify the SDSW as soon as it takes steps to remove a child. The SDSW will notify the agency immediately if a petition is filed by the person or persons.

The adoption agency will be responsible for making any further study which it considers necessary, presenting a report to the court with its reasons for refusing to consent to the adoption, and appearing at the hearing to represent the child.

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not contemplated that requests for extensions shall be made in the cause of delay in filing the petition for adoption on the part of the agency.

Instances in which extensions may be requested are as follows:

1. When an essential piece of documentary evidence has not been received.
2. When a petition is to be filed to have the child declared free from the custody and control of his parents, if such petition can be filed within six months or an additional 180 days.
3. When the petitioners wish time to make certain adjustments which are deemed desirable before the petition can be recommended.
4. When the child's development is slow, for which there is a doubtful hereditary background and the petitioners agree with the agency that further care and observation should be allowed for the study and observation of the development of the child before a final decision is reached.
5. When the petitioners, or their attorney, for some specific reason have requested the agency to be associated with the investigation at the time.

Cumulative for agency extension:

1. As soon as it is apparent that an extension of time will be necessary, but not later than 10 days before the date.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

2475-10

AGENCY ADOPTIONS - RELINQUISHMENT PROGRAM

2475-10 PROCEDURE WHEN A PETITION FOR THE ADOPTION OF A RELINQUISHED
CHILD IS FILED BY A PERSON OR PERSONS WITH WHOM THE CHILD HAS
NOT BEEN PLACED FOR ADOPTION BY THE AGENCY

2475-10

If the SDSW discovers upon examination of the notification from the county clerk that a child relinquished to an adoption agency is the subject of a petition filed by persons other than the prospective adoptive parents with whom the child has been placed for adoption by the agency, the following procedure will apply:

1. The SDSW will inform the agency immediately that the petition has been filed.
2. The agency will prepare and file with the court a pleading setting forth the facts and making the requests which follow:
 - (a) that the child has been relinquished to it;
 - (b) that it is, therefore, a necessary party to any proceeding involving the child;
 - (c) that it has never placed the child for adoption with the petitioners;
 - (d) asking that it be made a party to the proceeding; and
 - (e) asking further that the petition be dismissed, since no valid petition can be filed with respect to a child relinquished to an adoption agency unless it is filed by adoptive parents with whom the agency has placed the child for adoption.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

I-140 LIFE CARE CONTRACTSI-140
1

The granting of a Certificate of Authority is the responsibility of the SDSW. (See Section XIV-50, Responsibility for Interpretation and Administration.)

II-500 REIMBURSEMENT TO ACCREDITED LICENSING AGENCIES

II-500

Secs. 1622 and 2302 of the W&IC provide for state reimbursement to accredited licensing agencies.

Refer to Fiscal Manual for information on the amount of reimbursement allowed and claiming procedures.

These regulations are designated to become effective September 1, 1955.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

III-900 STANDARDS FOR BOARDING HOMES FOR AGED AND APPLICATION OF STANDARDS

III-900 RECORDS AND REPORTS

III-900

A register shall be kept by the operator which includes the following facts concerning each aged person received or cared for:

Name	Nearest of kin
Last previous address	Mother's maiden name
Age	Person responsible for care and maintenance.

It is advisable to include in the register the amount of the fee and the dates of admission and discharge or death. A sample register page will be furnished on request.

A record of aged persons cared for during the year is required before renewal of license is granted. Regular notification to the licensing agency as aged persons are accepted and discharged from the home may also be required by the licensing agency.

The death of any aged resident of the home must be reported in writing to the licensing agency within 48 hours.

Any change in managerial staff (if an employed manager is in charge of the home) shall be reported to the licensing agency within 48 hours.

Plans to sell the property to another potential operator shall be reported to the licensing agency immediately. Sale of the property shall also be reported.

Plans to move to a new location shall be reported to the licensing agency immediately. Plans to discontinue care of the aged shall be reported promptly.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

STANDARDS FOR BOARDING HOMES FOR CHILDREN AND APPLICATION OF STANDARDS IV-190

IV-190 PHYSICAL AND MENTAL HEALTH OF FOSTER FAMILY

IV-190

There shall be no mentally defective or incompetent person in the family or household, either child or adult. The presence of a mentally defective or incompetent person might constitute a hazard for the foster child.

The physical health of each member of the family must be good.

All members of the family and any other persons employed to assist in care of the children shall have an annual chest X-ray. The family shall have on file physician's certificates showing that the X-rays have been completed and that the persons are free from active tuberculosis.

The study and evaluation of the home should include careful consideration of the health of members of the family. The foster family must be free from disease which may be transmissible to the children and from physical conditions and emotional instability which would affect the care of children. Such physical conditions include heart disease, hyperthyroidism, hypertension, epilepsy, fainting spells, skeletal defects or deformities and marked defects of vision or hearing. It is desirable that all members of the foster family and any other child caring personnel have annual medical examinations, in addition to the chest X-rays. In some instances, medical releases might be obtained for a check with the family physician where there is recent history of medical care. Where local facilities are available, some agencies may wish to consult with the local health officer regarding the possibility of health examinations of applicants and members of the family through the local health department. In most areas the local Tuberculosis Associations will be able to provide X-rays. Some families may wish to secure such medical check-ups through their own family physician. Exception: The Chest X-ray and medical examination shall not be required nor requested of families belonging to a faith relying on prayer in the practice of religion for their protection and health provided that only children of the same faith are accepted for care.

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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATION WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

CASE PROCESSING

V-310

V-310 FIRE SAFETY CLEARANCE

V-310

The following boarding homes shall be referred to local fire departments annually for clearance before license is issued (Form BH 23.6 is available for this purpose):

Aged Homes:

1. Boarding homes for the aged accommodating more than six aged persons.
2. Boarding homes for the aged accommodating any nonambulatory persons. For the purpose of deciding upon referral to the fire safety authority, a guest who is incapable of leaving the building without assistance of any type in event of an emergency shall be considered as non-ambulatory. Aged guests who are blind, feeble, or physically handicapped (using crutches, canes, walkers, or wheelchairs) may be considered ambulatory or nonambulatory depending on their individual abilities and the physical set up of the home. If there is any question of the ability of any guest to leave the building unaided, fire inspection shall be requested.
3. Any aged boarding home which appears to present a fire hazard.

Children's Boarding Homes:

1. Boarding homes for children accommodating more than six foster children for day care or 24-hour care.
2. Boarding homes for children (day or 24-hour care) located in Federal Housing Projects.
3. Any children's boarding home which appears to present a fire hazard.
4. In boarding homes with expanded summer programs, all temporary structures used in summer only, regardless of the number of children cared for.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

CASE PROCESSING

V-655

V-650 CHANGE OF OPERATOR - BHC

V-650

If the applicant or licensee sells, leases or rents the boarding home to another operator, the application or license is automatically canceled. (Statistically this action is recorded either as "Application withdrawn" or "Current license discontinued.")

The applicant or licensee shall be notified (if whereabouts known) that the application or license is canceled, and, if the home is licensed, the license should be returned. (Inspection agency recommends to the SDSW that the application or license be canceled and reports the reason therefor.)

The new operator shall be notified of the necessity to file application for license.

A new investigation and new license are necessary for the new operator of the home.

V-655 SALE OR LEASE OF BUILDINGS - BHA

V-655

Change of operator automatically cancels a current license or an application for license.

Sale of the building in which a home has been conducted shall not include the license, which shall have no value for sale or exchange as property under Section 2306 W&IC.

If the person purchasing, renting or leasing the buildings wishes to conduct a home for aged in the building a new application must be filed, a new licensing study completed, and a new license issued before responsibility for care of aged persons is taken.

Licensees planning to sell their buildings to potential new operators are required to notify the licensing agency. (See Section III-900)

Upon receipt of notification of the plan to sell, the agency shall notify the licensee that his license will be canceled by transfer of ownership of the property and shall request further notification of consummation of the sale.

Upon receipt of notification of the sale or upon learning of a transfer of ownership or lease to another party, the agency shall notify the licensee that his license has been cancelled and request its return. The potential new operator shall be notified of his responsibility to obtain a license before engaging in care of the aged.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 22, 1955

DEPARTMENT BULLETIN NO. 512 (OAS)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Increase in Statutory
Maximum Old Age Security
Grant from \$80 to \$85,
10/1/55

Section 2020 of the Welfare and Institutions Code has been amended by Chapter 1682, Statutes of 1955. This amendment, which is operative October 1, 1955, provides:

"Amount of Aid Allowed

"The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, eighty-five dollars (\$85). If, however, in any case it is found the actual need of an applicant exceeds eighty-five dollars (\$85) per month, such applicant shall be entitled to receive aid in an amount, not to exceed eighty-five dollars (\$85) per month, which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need.

"The State Department of Social Welfare may provide by rule that any change in grant for an amount of two dollars (\$2) or less may be delayed for not more than two months beyond the month in which the recipient reported the change in circumstances."

(The effect of the change is to increase the maximum grant from \$80 to \$85.)

DO NOT WRITE IN THIS SPACE

A. STANDARD OF ASSISTANCE

1. Basic Continuing Needs

The amounts within the \$85 grant for basic needs are as follows:

Food.	\$28.50
Housing	15.00
Utilities	6.30
Clothing.	7.70
Transportation.	6.00
Household Maintenance and Replacements.	4.50
Incidentals	13.50
Education and Recreation.	<u>3.50</u>
Total	\$85.00

The present \$4.50 basic allowance for transportation is increased to \$6.00. Education and recreation is a new basic allowance intended to cover the cost of participation in community activities and civic affairs, courses in adult education, hobbies, crafts, reading materials, movies, stationery, postage, etc.

2. Special Needs

When special need exists the total need is determined by adding to \$85, the actual cost of items of special need, within specified limits. Except for the change specified below in relation to need for transportation, allowances for other special need items are not being changed.

Transportation

When there is transportation cost due to trips to the doctor, clinic, etc., or unusually long distance trips to the nearest shopping and business center, the additional transportation expense represents a special need, not to exceed \$10.50 a month. The basic allowance of \$6.00 plus \$10.50 results in a \$16.50 maximum for transportation. When there is no public transportation available, and ownership of an automobile is necessary because of distance from shopping and medical facilities, the \$16.50 maximum allowance for transportation may be applied toward payments and upkeep on an automobile.

B. AUTHORIZATION PROCESS

Appropriate adjustment shall be made in the grants of all Old Age Security recipients to take into consideration the increase in the statutory maximum Old Age Security grant from \$80 to \$85, effective October 1, 1955. In order that one warrant may be issued in October to cover the full amount payable for the month, and so that the warrant may be delivered without delay, county action authorizing grant changes effective October 1, 1955, should be taken in August or September.

CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

1. Grant Adjustments for Recipients Entitled to an Automatic \$5 Increase in Grant Effective October 1, 1955

All recipients of Old Age Security should receive an automatic \$5 increase in grant effective October 1, 1955, with the exception of:

- a. Those for whom there is a known basis for a grant change October 1, 1955, other than that resulting from the increase in the statutory maximum grant;
- b. Those recipients who are presently receiving income from an ineligible spouse whose need is computed in accord with the Old Age Security standard. (See Manual Section A-1116, Item B, paragraph 3) The \$5.00 increase in Old Age Security basic need will result in an increase in the need for the ineligible spouse in such cases. Therefore, the ineligible spouse may be permitted to retain a larger amount of the community income with which to meet her need and the income to the recipient will be less. As a result, the increase in grant to such recipients effective October 1, 1955, may be more than \$5.00.

Grants for recipients residing in a nursing home, sanitarium, or rest home shall continue to be computed in accordance with Manual Section A-1260, Item 3, except that the additional allowance of \$20 presently made to cover the cost of incidentals and clothing shall be increased to \$25 which amount is to cover the cost of incidentals, clothing, transportation, education and recreation.

Grant adjustments October 1, 1955, for recipients entitled to an automatic \$5 increase in grant may be authorized by list rather than by individual authorization documents. If lists are used, they shall show the state number, name, the old rate, the new rate, and shall carry the signature of the appropriate authorizing agent, and the date of authorizing action. The following information shall be recorded in the individual case record:

"Aid increased \$ _____ effective 10/1/55, as per W&IC, Section 2020"

Use of a rubber stamp is suggested to record the above information in the individual case record.

2. Grant Adjustments for Recipients Who Are Not Entitled to an Automatic \$5.00 Increase in Grant Effective October 1, 1955

Grant adjustments, if any, for those recipients who are not entitled to an automatic \$5.00 increase in grant effective October 1, 1955, will be dependent upon any present deficiency that exists between need and income including the Old Age Security grant and the particular combination of income and special need items in the individual case. Such grant adjustments must be authorized on an individual authorization document (see Manual Sections A-1320 and F-300).

CONTINUATION SHEET
 OR FILING ADMINISTRATIVE REGULATION IS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

C. NOTIFICATION TO RECIPIENTS

Form Ag 239, Notification of Action, need not be sent to recipients who receive an automatic \$5.00 increase in grant. For all other cases for which grants are changed effective October 1, 1955, the usual notification shall be sent. (See Manual Sections A-276 and A-1318)

D. REVISED MANUAL SECTIONS

This bulletin supersedes any manual provisions contrary thereto. Manual sections which refer to an \$80 maximum grant and/or contain examples based upon an \$80 maximum include:

Introduction to OAS Manual	A-1136	A-1306
A-110	A-1205	A-1320
A-720	A-1208	A-1620
A-1118	A-1210	Appendix F-560
A-1132	A-1300	Appendix F-570

The maximum as shown in any section is hereby changed effective October 1, 1955, from \$80 to \$85. Computations in the examples are hereby changed so as to be consistent with the \$85 maximum grant.

Other manual sections changed by this bulletin include:

A-1200 - Basic need as defined therein is revised to include an item for recreation and education.

A-1210 - Basic need for transportation as shown therein is hereby changed from \$4.50 to \$6.00 a month. Basic need of \$3.50 for education and recreation is added.

A-1245 - Basic need for transportation as shown therein is hereby changed from \$4.50 to \$6.00 a month. Maximum allowance for transportation, including both basic and special need allowances is hereby changed from \$15 to \$16.50.

A-1260 - In the computation of need for persons living in a nursing home, rest home, or sanitarium, the additional allowance of \$20 for incidentals and clothing is hereby increased to \$25 and covers incidentals, clothing, transportation, education, and recreation.

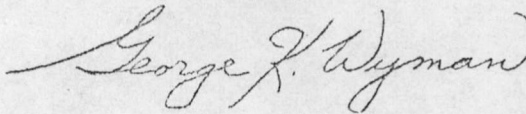
A-1280 - The ceiling allowance on the cost of transportation as referred to herein is changed from \$15 to \$16.50.

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Appropriate changes in the Manual of Policies and Procedures, Old Age Security, to bring them into conformity with the provisions of this bulletin will be made as recodification of the present manual proceeds.

Very truly yours,



George K. Wyman
Director

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

WYIC 3075, 3084, 3460
3472

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 25, 1955

DEPARTMENT BULLETIN NO. 513 (ANB, APSB)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Increase in Statutory Maximum
Aid to Needy Blind and Aid to
Partially Self-supporting Blind
Grants from \$90 to \$95, effective
October 1, 1955

Sections 3084 and 3472 of the Welfare and Institutions Code have been amended by Chapter 1682, Statutes of 1955 (SB 398). These amendments, which are operative October 1, 1955, provide:

"3084. Order for Aid: Issuance: Amount: Payment. If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor.

"The amount of aid to which any applicant shall be entitled shall be, when added to the income (including the value of currently used resources, but excepting casual income and inconsequential resources) of the applicant from all other sources, ninety-five dollars (\$95) per month. If, however, in any case it is found the actual need of an applicant exceeds ninety-five dollars (\$95) per month such applicant shall be entitled to receive aid in an amount not to exceed ninety-five dollars (\$95) per month, which when added to his income (including the value of currently used resources, but excepting casual income and inconsequential resources) from all other sources, shall equal his actual need.

"The aid granted under this chapter shall be paid monthly, in advance, out of such funds as may be designated by the board of supervisors on warrant of the county auditor of the county. Payments of aid shall be commenced as of the first day of the month in which the application is granted, unless otherwise directed by the State Social Welfare Board in cases in which an appeal is taken; but in any event the beginning of aid shall not antedate the date of application.

"The State Department of Social Welfare may provide by rule that any change in grant for an amount of two dollars (\$2) or less may be delayed for not more than two months beyond the month in which the recipient reported the change in circumstances."

"3472. If the county board of supervisors is satisfied that the applicant is entitled to aid under the provisions of this chapter, it shall, without delay, issue an order therefor. The amount of aid to which any applicant shall be entitled shall be, when added to the net income of the applicant from all other sources, ninety-five dollars (\$95) per month.

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CONTINUATION SHEET
 FOR FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

"Annual net income from any of the following sources of a combined total value not exceeding one thousand dollars (\$1,000) increased by one-half of that part of the recipient's annual income which is in excess of one thousand dollars (\$1,000) shall not be considered for any purpose:

- "(a) Income from applicant's labor or services;
- "(b) The value of foodstuffs produced by the applicant or his family for his use or that of his family;
- "(c) The value of firewood and/or water produced on the premises of the applicant or given to him by another for the applicant's use;
- "(d) The value of gifts;
- "(e) The value of the use and occupancy of premises owned and occupied by the applicant;
- "(f) The net income from real and personal property owned by the applicant.

"Income in addition to the above specified shall be computed on the basis of net income."

A. STANDARD OF ASSISTANCE - ANB

1. Basic Continuing Needs

The amounts within the \$95 grant for basic needs are as follows:

Food	\$32.85
Housing	15.00
Utilities	6.80
Clothing	9.85
Transportation	6.00
Household Maintenance and Replacements	5.50
Incidentals	15.50
Education and Recreation	3.50
Total	\$95.00

The present \$4.50 basic allowance for transportation is increased to \$6.00.

Education and recreation is a new basic allowance intended to cover the cost of participation in community activities and civic affairs, courses in adult education, hobbies, crafts, reading materials, club dues, stationery, postage, etc.

2. Special Needs - ANB

When special need exists the total need is determined by adding to \$95, the actual cost of items of special need, within specified limits. Except for the change specified below in relation to need for transportation, allowances for other special need items are not being changed.

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Transportation

If there is transportation cost due to trips to the doctor, clinic, etc., or unusually long distance trips to the nearest shopping center, business center, club or center for social, recreational or rehabilitative purposes, the additional transportation expense represents a special need, not to exceed \$10.50 a month. The basic allowance of \$6.00 plus \$10.50 results in a \$16.50 maximum for transportation.

B. AUTHORIZATION PROCESS

Appropriate adjustment shall be made in the grants of all Aid to Needy Blind and Aid to Partially Self-supporting Blind recipients to take into consideration the increase in the statutory maximum grant from \$90 to \$95, effective October 1, 1955. In order that one warrant may be issued in October to cover the full amount payable for the month, and so that the warrant may be delivered without delay, county action authorizing grant changes effective October 1, 1955, should be taken in August or September.

1. Grant Adjustments for Recipients Entitled to an Automatic \$5 Increase in Grant Effective October 1, 1955

All Aid to Partially Self-supporting Blind recipients should receive an automatic \$5 increase in the grant effective October 1, 1955. Exception: Those for whom a change in grant is required, because of income in excess of the allowable amount during the past year, will require an individual authorization document.

All Recipients of Aid to Needy Blind Should Receive an Automatic \$5 Increase in the Grant Effective October 1, 1955 With the Exception of:

- (a) Those for whom there is a known basis for a grant change October 1, 1955 other than that resulting from the increase in the statutory maximum grant;
- (b) Those recipients who are presently receiving income from an ineligible spouse whose need is computed in accord with the Aid to Needy Blind standard. (See Manual Section B-538, fourth paragraph,) The \$5 increase in Aid to the Blind will result in an increase in the need for the ineligible spouse in such cases. Therefore, the ineligible spouse may be permitted to retain a larger amount of the community income with which to meet his need and the income to the recipient will be less. As a result, the increase in grant to such recipients effective October 1, 1955, may be more than \$5.

Grants for Aid to Needy Blind recipients residing in a nursing home, sanitarium, or rest home shall continue to be computed in accordance with Manual Section B-615, Item D, except that the additional allowance of \$20 presently made to cover the cost of incidentals and clothing shall be increased to \$25 which amount is to cover the cost of incidentals, clothing, transportation, education and recreation.

CONTINUATION SHEET
 OR FILING ADMINISTRATIVE REGULATION IS
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

Grant adjustments, October 1, 1955, for recipients entitled to an automatic \$5 increase in grant may be authorized by list rather than by individual authorization documents. If lists are used, they shall show the state number, name, the old rate, the new rate, and shall carry the signature of the appropriate authorizing agent, and the date of authorizing action. The following information shall be recorded in the individual case record:

"Aid increased \$_____ effective October 1, 1955, as per Welfare and Institutions Code, Section 3084 (or 3472 for Aid to Partially Self-supporting Blind cases)."

Use of a rubber stamp is suggested to record the above information in the individual case record.

2. Grant Adjustments for Aid to Needy Blind Recipients Who Are Not Entitled to an Automatic \$5 Increase in Grant Effective October 1, 1955

Grant adjustments, if any, for those Aid to Needy Blind recipients who are not entitled to an automatic \$5 increase in grant effective October 1, 1955, will be dependent upon any present deficiency that exists between need and income including the Aid to Needy Blind grant and the particular combination of income and special need items in the individual case. Such grant adjustments must be authorized on an individual authorization document (see Manual Sections B-226, B-663, and F-300).

C. NOTIFICATION TO RECIPIENTS

Form Bl 239, Notification of Action, need not be sent to recipients who receive an automatic \$5 increase in grant. For all other cases for which grants are changed effective October 1, 1955, the usual notification shall be sent. (See Manual Sections B-232 and B-218).

D. REVISED MANUAL SECTIONS

This bulletin supersedes any manual provisions contrary thereto. Manual sections which refer to \$90 maximum grant and/or containing examples based upon a \$90 maximum include:

B-540	B-621
B-556	B-633
B-574	B-642
B-606	B-645
B-609	Appendix F-560
B-615	Appendix F-570

Also, the reverse side of Form Bl 278 contains reference to \$90 which will be revised.

The maximum as shown in any section is hereby changed effective October 1, 1955, from \$90 to \$95. Computations in the examples are hereby changed so as to be consistent with the \$95 maximum grant.

Other manual sections changed by this bulletin include:

B-609--Basic need for transportation as shown therein is hereby changed from \$4.50 to \$6 a month. Basic need of \$3.50 for education and recreation is added.

DEPARTMENT BULLETIN NO. 513 (ANB, AFSB)
 Page 4

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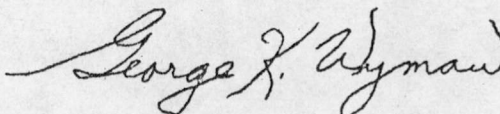
CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

B-612--Basic need for transportation as shown therein is hereby changed from \$4.50 to \$6 a month. Maximum allowance for transportation, including both basic and special need allowances is hereby changed from \$15 to \$16.50.

B-615--In the computation of need for persons living in a nursing home, rest home, or sanitarium, the additional allowance of \$20 for incidentals and clothing is hereby increased to \$25 and covers incidentals, clothing, transportation, education, and recreation.

Appropriate changes in the Manual of Policies and Procedures, Aid to the Blind, to bring them into conformity with the provisions of this bulletin will be made as recodification of the present manual proceeds.

Very truly yours,



George K. Wyman
Director

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

WALC 103.3, 3025
3460

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE

616 K STREET
SACRAMENTO 14
July 26, 1955

DEPARTMENT BULLETIN NO. 514 (ANB-APSB)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: AB 1408
Adjustments and Collections

Chapter 875, Statutes of 1955 (AB 1408) adds Welfare and Institutions Code Section 103.3 which provides as follows:

"103.3. The provisions of this code relative to public assistance for which state grants-in-aid are made to the counties shall be administered fairly to the end that all persons who are eligible and apply for such public assistance shall receive the assistance to which they are entitled promptly, with due consideration for the needs of applicants and the safeguarding of public funds.

"(a) Any applicant for, or recipient or payee of, such public assistance shall be informed as to the provisions of eligibility and his responsibility for reporting facts material to a correct determination of eligibility and grant.

"(b) Any applicant for, or recipient or payee of, such public assistance shall be responsible for reporting accurately and completely within his competence those facts required of him pursuant to subdivision (a) and to report promptly any changes in those facts.

"(c) Any person who makes full and complete disclosure of those facts as explained to him pursuant to subdivision (a) is entitled to rely upon the award of the board of supervisors as being accurate, except that the county paying the aid shall be allowed a period of two months following the month of payment within which to adjust any errors or changes in amount of grant resulting from changes in income or need which occur too late to be reflected in the grant for the current month.

"(d) If any overpayment which results because of the failure to report facts in accordance with subdivision (b) is not adjusted within a period of two months following the month of overpayment, the person receiving the aid shall make restitution and all actions necessary to secure restitution may be brought against him.

"If the recipient or family is currently eligible in accordance with law and the rules of the State Social Welfare Board, collection of overpayments shall not be made through discontinuance or reduction of aid beyond the grant

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WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

adjustment period permitted by subsection (c) except where the recipient or family at the time of determination of the overpayment possessed liquid assets sufficient to support himself or his family at the rate of the grant during the period of reduction or discontinuance thereof.

"(e) If it is found that a recipient or a family was possessed of property in excess of the amount permitted by law, and it is established that the recipient or family received such aid in good faith, honestly believing eligibility was properly established, the amount collectible shall be limited to an amount equal to the market value of the excess property or the amount of aid granted during the period the excess property was held, whichever is the lesser."

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CONTINUATION SHEET
DR FILING ADMINISTRATIVE REGULA JS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

I. DUTY OF COUNTY AND RESPONSIBILITY OF APPLICANTS AND RECIPIENTS

Responsibility rests upon the county to explain the eligibility requirements to applicants and recipients and to inform them of their responsibility to report facts material to determination of eligibility, and the amount of the grant. The applicant or recipient is obligated to report, to the best of his ability, those facts which are material to determination of his eligibility and the grant, as explained to him by the county; also to report promptly any changes in these facts. The applicant or recipient shall not be held responsible for any failure or mistake in reporting when such failure or mistake arises either from failure of the county to inform him regarding reporting or from misinformation given to him by the county. The county shall make a record of the reported facts, however reported.

Applicants and recipients will be able to carry out their responsibilities only if they have understanding. The county's responsibility for informing applicants and recipients of their responsibilities for reporting may be performed in a variety of ways. The explanation should be given both orally and in writing and be related to the individual's situation in language the person can understand. Repetition of explanation will help understanding and persons should be re-informed at intervals.

Each county shall mail the attached "Important Notice to All Recipients of Aid to the Blind" (copy attached) by October 1st, and when each initial warrant is mailed subsequently. A supply of this notice will be forwarded to each county prior to October 1, 1955.

Some additional devices which may be helpful in securing applicant and recipient understanding of their responsibilities are:

1. Explaining eligibility requirements orally and making colored pencil notations on the pertinent items of the applicant's copy of Form BI 200 at the time it is completed.
2. Giving each applicant a program brochure at the time of application.
3. Giving each recipient, periodically, a general or specific written statement of his responsibility.
4. Giving each recipient a statement as to how the amount of the grant is determined, emphasizing the need to report changes in need and income.
5. Making a personal contact (home or office) with each recipient within 30 days after the first warrant is delivered to explain eligibility and amount of grant responsibilities. (This device has proved most effective in some counties as the new recipient is more relaxed after receiving the first warrant and more able to grasp and retain an explanation.)
6. Sending periodic reminders with warrants using attention getting devices such as colored papers or inks.
7. Sending individualized letters to recipients regarding eligibility and need factors subject to change in their situation.
8. Giving each recipient a large manila envelope to file papers related to his grant for ready reference.

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9. Use of posters in waiting rooms.
10. Group meetings of new recipients (as in 5 above).
11. Explaining, orally or in writing, in a foreign language where understanding of English is a problem.
12. Providing persons with forms (listing possible changes in situations) for reporting changes of their actual situation, monthly or at other specified intervals.
13. Providing recipients with names of persons, days and hours available, to whom telephone reports can be made.
14. Providing recipients with self-addressed envelopes for reporting by mail.

Additional material to be prepared by SDSW may be distributed to applicant and recipient groups.

II. DECREASE OR DISCONTINUANCE BECAUSE OF CHANGE IN CONTINUING CIRCUMSTANCES

A. Decrease in Grant (ANB)

The grant shall be decreased as soon as possible if a change in total need and/or income causes the amount of the grant together with the income to exceed the recipient's total need. A change in circumstances may require a grant decrease of \$2 or less. Such decrease shall be effective not later than the second month following that in which the changed circumstances were reported, except that no change need be made if the \$2 decrease would not continue beyond two months.

If the exact amount of income to be received in a given month is known in advance, or it is known in advance that a particular special need will no longer exist, any necessary decrease in the grant shall be made effective with the month in which such changed circumstances will occur.

Example 1: The county determines on October 10 that a recipient will receive his first \$20 monthly payment from an annuity in November. The income plus the current grant will exceed total need. The grant is decreased effective November 1.

Example 2: It is known in advance that a \$10 special need allowance must be deleted from the recipient's total need determination beginning May 1 because allowance for the full cost of the repair will have been made by that time. Any necessary adjustment in the grant shall be made effective May 1.

B. Decrease in Grant (APSB)

The grant shall be decreased as soon as possible if the annual income of the recipient from exempt sources exceeds \$1,000 within a one-year period. Adjustment shall be made by deducting from the grant one-half of the amount of such income which is in excess of \$1,000 within the one-year period.

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C. Discontinuance of Grant

The grant shall be discontinued as soon as possible after it becomes known that the recipient no longer meets the eligibility requirements. It shall be effective as of the last day of the month for which the last payment was made.

III. INVESTIGATION OF OVERPAYMENTS

Whenever it appears that an overpayment may have occurred, the county shall determine whether overpayment actually occurred. If so, the following determination shall be made:

1. The period and amount of overpayment, and such portion, if any, which occurred after disclosure within the ability of the recipient, and such portion which occurred because the recipient failed to report the facts.
2. The eligibility or grant factor(s) which caused the overpayment.

If the overpayment occurred because of excess property and there was failure to report the facts, the county shall determine whether the facts were willfully withheld or misrepresented, or whether failure to report was due to the recipient's belief that they were immaterial to eligibility.

3. The extent to which the overpayment can be adjusted within the two months following overpayment (current adjustment period), and the amount of repayment to be demanded, if any. (See Sec. IX, Demand For Repayment.)

IV. DECREASE OR DISCONTINUANCE TO ADJUST FOR PAST OVERPAYMENT

Under certain circumstances the grant which a recipient is eligible to receive is decreased or discontinued to offset past overpayment. New W&IC Section 103.3 results in several basic changes in policies governing decrease or discontinuance of the grant of an eligible recipient to adjust for past overpayment. For purposes of comparison, differences between policies in effect prior to September 7, 1955, and the new policies are stated briefly as follows:

BASIC CHANGES IN ADJUSTMENT POLICIES

PRIOR TO SEPTEMBER 7, 1955

The grant is decreased or discontinued for one month only to adjust for overpayment in the two preceding months. The month for which aid is decreased or discontinued, and the two preceding months are known as the "current adjustment period."

NEW

Adjustment for overpayment in any month is made, under most circumstances, by decreasing or discontinuing the grant for either or both of the two months immediately following the month of overpayment. The month of overpayment and the two months following are known as the "current adjustment period."

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The grant to which the recipient is currently eligible cannot be decreased or discontinued beyond the second month following a month of overpayment.

Aid may be decreased or discontinued beyond the two months following a month of overpayment to offset the amount of repayment due if (1) the right to demand repayment exists and (2) the recipient has liquid assets.

Adjustment is made within the current adjustment period regardless of the reason for overpayment, but there is no right to demand repayment of any unadjusted balance of overpayment after the expiration of the month of adjustment unless there was fraudulent intent.

If overpayment occurred after the recipient disclosed the facts material to a correct determination of basic eligibility, i.e., age, property, etc., the grant (if the recipient is currently eligible) is not changed to adjust for the overpayment, and there is no right to demand repayment. There is a right to demand repayment if there was failure to report facts even though there was no fraudulent intent.

V. OVERPAYMENT DUE TO CHANGE IN NEED AND/OR INCOME

A. Reporting Needs (ANB)

Overpayment occurs when the amount of the grant together with the income received in a particular month exceeds total need for that month.

When determining total need for the particular month no consideration shall be given to needs which were not reported by the end of that month. The need must be reported by the end of that particular month, regardless of whether the cost is known. Exceptions:

The need shall be allowed for the month in which the changed circumstances occurred when the facts could not have been known or reported within the same month and were reported by the end of the following month. Such circumstances include:

The need arose too late in the month to give the recipient reasonable time to report within that month.

Infrequent mail service from isolated areas, etc.

Physical or mental incapacity, or other special circumstances, may have made it unreasonable to expect the recipient to report promptly. If report is made by him, or on his behalf, as soon as could reasonably be expected, the need shall be allowed for the months in which it existed.

The need in any particular month shall not be increased by carrying forward any deficiency between the total need in a previous month and the sum of the grant and the income in such previous month.

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B. Overpayment Occurred After Disclosure of Facts, or Because Recipient Had No Knowledge of Facts.

The overpayment shall be adjusted by discontinuance and/or decrease for the two months following that in which it occurred, such overpayment being adjusted to the greatest extent possible in the first of these two months.

Example 3: A \$30 overpayment occurred in October. The recipient is otherwise eligible to receive \$65 in each of the months of November and December. The \$30 overpayment is adjusted by decreasing the November grant from \$65 to \$35. (If it is too late to make a change in the November grant, the December grant is reduced from \$65 to \$35.)

Example 4: A \$60 overpayment occurred in October. The recipient is otherwise eligible to receive \$40 in each of the months of November and December. The \$60 overpayment is adjusted by discontinuing aid for November (adjusts \$40), and by restoring aid for December in the amount of \$20 (\$40 - \$20) to adjust for the balance of the overpayment. (If it is too late to discontinue for November, aid for December is discontinued. There is no right to demand repayment of the unadjusted balance.)

Example 5: A \$60 overpayment occurred in October. The recipient is otherwise eligible to receive \$25 in November and December. Discontinue aid for November and for December. This adjusts \$50 of the overpayment. Restore the \$25 grant effective January 1. (There is no right to demand repayment of the \$10 unadjusted balance.)

In lieu of discontinuance and/or decrease the overpayment may be adjusted within the two months following the month of overpayment by a "current cash adjustment" (see F-400 B).

Example 6: A recipient who is receiving a \$60 grant was overpaid \$30 in October. In November, recipient repays the \$30 from his \$60 November grant (or from other income or assets). The \$30 repayment is a "current cash adjustment" and no change in the authorization for either November or December is made.

No grant adjustment (or collection) shall be made for any overpayment which occurred prior to the current adjustment period, and a grant adjustment to offset such overpayment shall not be extended beyond the current adjustment period.

C. Overpayment Resulted from Failure to Report Facts and Recipient Has No Liquid Assets

(If recipient has liquid assets, see Section X)

"Liquid assets" are those which are immediately available for support, such as cash on hand or in a bank, the market value of stocks and bonds, etc. They do not include the cash surrender value of insurance, the market value of household furnishings and personal effects, an automobile, or the market value of real property, or the value of items essential to a plan for self-support or rehabilitation.

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The full amount of overpayment is subject to repayment. The overpayment shall be adjusted to the fullest extent possible during the two months following a month of overpayment except that the amount adjusted shall not exceed the amount of overpayment which occurred within the current adjustment period. Demand shall be made for repayment of any unadjusted balance of overpayment.

Example 7: Facts reported by the recipient on May 3 show that income resulted in a \$25 monthly overpayment for the period January thru April, and that he is currently eligible to the \$60 grant he has been receiving. He has no liquid assets. Reduce the grant for June from \$60 to \$35 to adjust the \$25 April overpayment (the only month of overpayment which is still within a current adjustment period) and increase to \$60 effective July 1. Demand repayment of the \$75 unadjusted balance.

VI. OVERPAYMENT DUE TO EXCESS PROPERTY

Overpayment occurs if the value of real or personal property exceeds the legal limitation on the first day of any month for which payment is made. The amount of aid paid for such months represents the amount of overpayment. The circumstances under which overpayment occurred govern the amount thereof which is subject to repayment, and the amount thereof, if any, which can be adjusted within the two months following overpayment.

A. Overpayment Occurred After Disclosure of Facts

The grant of a currently eligible recipient shall not be discontinued or decreased for any month to adjust for overpayment and there is no right to demand repayment.

Example 8: Recipient reports on October 11 that he received a \$3,000 inheritance on October 10. In error he received aid for November. He is again eligible on December 1 because the inheritance was used to buy a home. December aid is paid without regard to the overpayment in November.

B. Overpayment Resulted from Failure to Report Facts and Recipient Has No Liquid Assets

(If recipient has liquid assets, see Section X.)

1. Facts Were Purposely Withheld or Misrepresented

Rules as set forth in Section V-C of this bulletin apply.

Example 9: On December 10 it is determined that the recipient was ineligible to his \$70 grant because of excess property in October, November and December (total overpayment \$210). He is eligible to receive an \$85 grant beginning January 1. Aid is discontinued for January to adjust \$85 of the overpayment (the \$70 overpayment in November and \$15 of the overpayment in December.) The balance of the overpayment occurring in December, \$55 (\$70 less \$15) is deducted from the amount otherwise payable for February. Demand is made for repayment of the \$70 overpayment in October.

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2. Facts Were Not Reported Because They Were Believed to be Immaterial to Eligibility

The amount of overpayment which is subject to repayment is the market value of the excess property, or the aid paid during the period of ineligibility, whichever is lesser.

In ANB the excess personal property is the greatest amount by which personal property holdings, less encumbrances of record, exceeded \$1,200 during the period of ineligibility.

In APSB excess property is the greatest amount by which the market value of real and/or personal property exceeded the limitation of \$3,500, less any encumbrances of record (\$7000 if additional property is owned and required in a plan for self-support).

The market value of real property is the estimated sale value as determined by realtors or others in a position to know the sale value, less any encumbrances of record against the property. To determine the market value of excess real property, multiply the market value of all of the real property by the fraction which represents the excess assessed value (total net assessed value less \$3,500) over the total net assessed value of real property holdings.

Example 10: Recipient owns two pieces of property. Total assessed value after deducting encumbrances is \$3,800. The market value of the two pieces, after deducting encumbrances, is \$7,600. The market value of the excess property is $\frac{300}{3,800} \times \$7,600$, or \$600.

The amount to be adjusted within the two months following a month of overpayment shall be the highest amount of the excess property on any day within the month of overpayment, or the amount of aid granted for such month, whichever is lesser. Demand shall be made for repayment of any unadjusted balance of the repayment due for the total period of ineligibility.

Example 11: On December 22 the county discovers that a recipient, currently eligible to an \$85 grant, had excess personal property on the first of each of the months of September, October and November. The highest excess was reached on October 19 when the excess was \$75. This was reduced, and the highest excess in November was \$35 on November 16. Since January is a month of adjustment for overpayment in November, decrease the grant for January from \$85 to \$50 to adjust the \$35 excess in November (this amount is less than the aid granted for that month), and increase to \$85 effective February 1. Demand repayment of \$40, the unadjusted balance of the excess (\$75 minus \$35).

The adjustment months for two consecutive months of overpayment overlap; e.g., the adjustment months for October are November and December, and the adjustment months for November are December and January. If the facts are known in time to adjust in the overlapping month (and the following month if necessary) the highest excess during the two-month period of overpayment is the amount to be adjusted to the

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greatest extent possible. Demand is made for repayment of the difference between the adjusted amount and the highest excess during the total period of ineligibility. (If the total aid paid during the two consecutive months of overpayment is less than the excess property in this period, the adjustment is made on the basis of the amount of aid paid.)

Example 12: On November 20 the county learns that the recipient had excess personal property on the first of each of the months of May through November and will be currently eligible as of December 1, to an \$85 grant. The highest excess during the total period of ineligibility occurred on June 17, when it reached \$105. The highest excess in the two months still within a current adjustment period (October and November) was \$40, this occurring on October 7. Aid is decreased to \$45 for December (\$85 less \$40) and is increased to \$85 effective January 1. This adjusts for \$40 of the \$105 excess during the total period of ineligibility. Demand is made for repayment of the \$65 balance of repayment due.

VII. OVERPAYMENT FOR REASON OTHER THAN NEED, INCOME OR PROPERTY

The amount of aid paid during the period of ineligibility is the amount of overpayment.

A. Overpayment Occurred After Disclosure of Facts, or Because Recipient Had No Knowledge of Facts or Because He Had Been Misinformed

The grant of a currently eligible recipient shall not be discontinued or decreased for any month following a month of overpayment, and there is no right to demand repayment.

B. Overpayment Resulted From Failure to Report Facts

Follow same procedure as for V, Item C.

VIII. SUMMARY FOR ADJUSTMENT OF OVERPAYMENT WITHIN THE CURRENT ADJUSTMENT PERIOD

The following chart summarizes the amount of overpayment set forth in Section V, VI, and VII which is subject to adjustment by grant discontinuance and/or decrease within the current adjustment period:

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THE RECIPIENT ↓	OVERPAYMENT FACTORS WERE		
	INCOME OR NEED	EXCESS PROPERTY	OTHER FACTORS
Made full disclosure, or had no knowledge of facts, or was misinformed or not informed, by the county	The amount of overpayment within the current adjustment period 1)	No adjustment 4)	No adjustment 7)
Purposely withheld or misrepresented the facts	Same as in 1) above 2)	The amount of overpayment within the current adjustment period 5)	The amount of overpayment within the current adjustment period 8)
Failed to report facts, believing them to be immaterial	Same as in 1) above 3)	The amount of overpayment within the current adjustment period, or the excess property within this period, whichever is lesser 6)	Same as in 8) above 9)

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IX. DEMAND FOR REPAYMENT

The right exists to demand repayment if overpayment is due to failure of the recipient to report facts, unless he had no knowledge of the facts. The amount subject to repayment is governed by the particular factor which caused total ineligibility or caused too much aid to be paid to an eligible recipient. If overpayment was due to excess property, the recipient's reason for failure to report facts must be determined.

The following chart governs the determination of whether or not there is a right to demand repayment of amounts not adjusted within the current adjustment period, and the amount of repayment to be demanded:

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THE RECIPIENT ↓	OVERPAYMENT FACTORS WERE:		
	INCOME OR NEED	EXCESS PROPERTY	OTHER FACTORS
Made full disclosure or had no knowledge of facts, or was misinformed or not informed by the county	No right exists to demand repayment. 1)	No right exists to demand repayment. 4)	No right exists to demand repayment. 7)
Purposely withheld or misrepresented the facts.	Right exists to demand repayment of all aid paid in excess of amount entitled. 2)	Right exists to demand repayment of all aid paid during period of ineligibility. 5)	Right exists to demand repayment of all aid paid during period of ineligibility. 8)
Failed to report facts, believing them to be immaterial	Same as in (2) immediately above. 3)	Right exists to demand repayment of the excess property* or the aid paid during period of ineligibility, whichever is lesser. 6)	Same as in (8) immediately above. 9)

* See definition in Section VI, B, 2 of this bulletin.

Example 13: For the past several months the recipient failed to report that his bank account had made personal property excessive. Since it became excessive because of small savings from his grant he thought his eligibility was not affected. Information in the column headed "Excess Property" which is in the square to the right of "The Recipient Failed to Report, Believing Facts Immaterial" governs (square 6).

If the recipient was underpaid for a past month(s) for which the county is required to pay retroactive aid (see Section B-630, Item 11) the amount of repayment due may be decreased to the extent of such underpayment in lieu of issuing retroactive aid payments. The reason for a request for repayment in the reduced amount should be explained in the case record.

X. GRANT OFFSET FOR PAST OVERPAYMENT WHEN RECIPIENT FAILED TO REPORT FACTS AND HAS LIQUID ASSETS.

A recipient who is currently eligible, and who has liquid assets, may forego aid, which would otherwise be paid to him, to offset the repayment due in lieu of repaying from his liquid assets. The county shall determine the method of repayment after weighing the circumstances in the individual case and its duty to safeguard public funds. However, the grant offset method may be used only if the recipient possessed liquid assets (see Definition in Section V, C, on Page 8) at the time the amount of overpayment was determined in sufficient amount to provide support at the rate of the grant which would otherwise be paid during the period of offset.

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If the grant offset method is used, the time limitation of the current adjustment period is not applicable. The grant offset is made in relation to the total repayment due, rather than to the amount which would normally be subject to adjustment following a month in which overpayment occurred.

A. Amount to be Offset is Less Than Grant to Which Eligible

If the amount of repayment to be offset is less than the amount to which the recipient is currently eligible, deduct the amount of repayment due from the grant which is otherwise payable for one month to offset the repayment.

B. Amount to be Offset is More Than the Grant to Which Eligible

Discontinue aid if the amount of repayment to be offset exceeds the amount of the grant to which the recipient is currently eligible. The recipient shall be advised in writing of the period over which he is expected to support himself from his liquid assets. He shall also be advised in writing of his responsibility to keep a record of his needs and income during this period, to report to the agency at the expiration of the period, or earlier as deemed necessary, for review of this detail, and to inform the agency promptly of any change in address.

The approximate period over which aid is discontinued to offset the repayment due is the number of calendar months determined by dividing the repayment amount, or the amount of liquid assets, whichever is lesser, by the amount of grant at the time of discontinuance. If a fractional month results, that portion which is allocable to a fractional month is deducted from the amount of aid otherwise payable in the month of restoration.

Example 14: In October the county learns that a recipient who is receiving a \$60 grant was overpaid the previous January through September and the total repayment due is \$480. He has \$500 liquid assets, and aid is discontinued in lieu of cash repayment. The discontinuance remains in effect for eight months (\$480 divided by \$60).

Example 15: In October overpayment totalling \$500, which occurred during a period ending the previous June, is discovered. The recipient has \$300 liquid assets and his \$70 grant is discontinued in lieu of cash repayment. The discontinuance remains in effect for four months (\$300 divided by \$70 equals 4.28 months) which offsets \$280 of the \$500 repayment due. Aid is restored in the fifth month when the difference between the liquid assets (\$300) and \$280, or \$20, is subtracted from the amount otherwise payable. Demand is made for repayment of the difference between the amount of repayment which has been offset (\$300) and the amount of repayment due (\$500) or \$200.

Every case in which the aid of a currently eligible recipient having liquid assets is discontinued to offset repayment due shall be controlled as a collection account.

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At such time as restoration of aid is requested the grant which would have been payable during the period of discontinuance shall be determined and the actual extent to which the repayment amount has been offset by discontinuance shall be computed. If this amount is less than anticipated at the time aid was discontinued, and the recipient is currently eligible, the county shall extend the period of discontinuance accordingly, or demand immediate repayment. If the recipient is ineligible for current aid for any reason, immediate demand shall be made for repayment of any unadjusted balance of repayment due.

C. Transfer Cases

When the aid of an eligible recipient who has established residence in another county is discontinued by the first county because of overpayment, the first county remains responsible for restoration and/or such collection activity as may be necessary prior to the date the second county is due to assume responsibility. (If aid is discontinued for some other cause, responsibility of the first county ceases.)

If overpayment for which repayment is due is determined after residence has been established in another county, the grant offset method is applicable only if the full amount due can be offset with reasonable certainty, prior to the date that County B becomes responsible for aid as provided in Manual B-703. (An offset plan whereby the recipient foregoes aid to be paid by County B would not offset repayment due to County A.)

If a grant offset plan has been initiated prior to establishment of residence in County B, such plan may be continued only if there is reasonable expectation that the full amount of repayment due will be offset prior to the date when County B is due to assume responsibility.

XI. REPAYMENT WHEN TWO INELIGIBILITY FACTORS EXIST CONCURRENTLY

Two causes of ineligibility may exist concurrently, e.g., the recipient may have been overpaid because of income (and/or change in need), and during the same period personal property holdings may have been excessive. Compute the total amount of repayment due on the basis of each cause of ineligibility. Adjustment and/or demand for repayment shall then be based upon the single eligibility factor which resulted in the larger amount of repayment due. If circumstances have so changed that the recipient is currently eligible and adjustment can be made within the two months following a month in which overpayment occurred, proceed as herein outlined in Section V, VI, VII.

XII. REPEALED OR REVISED MANUAL SECTIONS

This bulletin repeals the following sections of the Aid to the Blind Manual of Policies and Procedures:

- B-633, Decrease in Grant
- B-648, Discontinuance of Aid
- B-672, Right to Request Repayment
- B-674, Investigation of Overpayments

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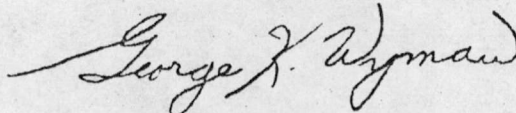
It is supplementary to or supersedes content of other sections which may be contrary to its provisions. These sections include:

- B-651, Restoration of Aid (last paragraph)
- B-663, Authorization Document (Item 11)
- B-664, Instructions For Coding Persons for Discontinuance on
Form BI 278 (code 69)

XIII. RETROACTIVE APPLICATION OF RULINGS

The provisions of the bulletin govern all decreases and discontinuances and demands for repayment on and after September 7, 1955. However, there is no right to demand repayment for any overpayment which occurred prior to September 7, 1955, which was not collectible prior to this date.

Very truly yours,



George K. Wyman
Director

Attachment

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IMPORTANT NOTICE TO ALL PERSONS RECEIVING AID TO THE BLIND

READ THIS NOTICE CAREFULLY AND KEEP IT FOR REFERENCE

You are required under the law to report to us all facts which may change your right to receive aid or the amount of aid you receive. It places on us the duty to tell you of your rights and your duty to report these facts to us.

We must, under the law, require you to pay back any money you should not have received if your failure to report the facts to us was the reason you received too much aid.

1. You Are Required to Report Changes

It is important that you report promptly and fully any change in your income or your need so that your aid can be paid in the right amount. Should you become ineligible to receive any aid because you no longer meet the requirements of the law, you must notify us immediately so your aid can be stopped.

2. If You Have Reported All of the Facts

The change may have happened too late in the month, or your report may have been received too late to permit us to change your check. If you are still eligible, we can change your payment for the next one or two months to correct an overpayment. Under some circumstances, we can grant additional aid for recent months to correct an underpayment if you have reported the facts promptly.

3. If You Fail to Report

If you received too much aid in any month because you failed to report the facts, we can change the grant which we would otherwise pay you for the next two months to correct the overpayment. You must repay any balance due from your bank account or other assets.

If your present circumstances are such that you are eligible to receive aid, and you have a bank account or stocks, bonds or other securities, you may have to repay from your liquid assets or we may stop your aid for awhile. The detail regarding this has to be worked out when you are notified of the amount of repayment which is due.

The law provides that any person who, in order to secure Aid to the Blind, makes a false statement under oath, is guilty of perjury.

SEE BACK OF THIS NOTICE FOR A
LIST OF THINGS YOU MUST REPORT

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THESE ARE THE KINDS OF CHANGES YOU MUST REPORT:

Income - Report when you begin to receive income from any source. This includes cash from earnings, relatives or others, unemployment insurance, veterans' benefits, Social Security (Old Age and Survivors' Insurance), rent from real property which you may own, etc.

Income also includes things which are provided free of charge by relatives or others, such as free rent, free board and room, etc., and includes payments by others of your medical, hospital, or other debts or bills.

If you are married and your husband or wife starts to work, or the husband's or wife's earnings increase, this fact must be reported promptly.

Report promptly if your income from any source increases or decreases. Also report if your income from any source stops, or if a husband or wife who has been working is no longer employed.

Needs - Many people have needs which arise because of illness, physical handicap, high rent, necessary repair to the home, etc. These are called "special needs." Report promptly if you have medical needs, or other special needs. It may be that your grant cannot be increased to make allowance for your special needs. If an increase is possible, however, it cannot be made unless you report the facts promptly.

Notify us if there is any change in the cost of a special need which you have previously reported, or if you no longer have any expense for it.

Real Property - Notify us if you buy or sell any real property, such as your home, another house, a lot, etc.

Personal Property - Notify us if there is any change in the amount or type of your personal property holdings, such as bank accounts, stocks, bonds, notes, etc.

Inheritance and Gifts - Report if someone dies and leaves you some money, or insurance, or real property, or if you receive a gift of money or property from some other source.

Change of Address - If you move, report your new address immediately; otherwise receipt of your next check may be delayed because it was mailed to the wrong address.

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You may report changes by letter, by calling at our office, or by telephoning your social worker. DO NOT DELAY.

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

WYIC 103.3.1560

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 27, 1955

DEPARTMENT BULLETIN NO. 515 (ANC)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS
LOS ANGELES JUVENILE COURT
SAN FRANCISCO PROBATION DEPARTMENT

Subject: AB 1408
Adjustments and Collections

Chapter 875, Statutes of 1955 (AB 1408) adds Welfare and Institutions Code Section 103.3 which provides as follows:

"103.3. The provisions of this code relative to public assistance for which state grants-in-aid are made to the counties shall be administered fairly to the end that all persons who are eligible and apply for such public assistance shall receive the assistance to which they are entitled promptly, with due consideration for the needs of applicants and the safeguarding of public funds.

"(a) Any applicant for, or recipient or payee of, such public assistance shall be informed as to the provisions of eligibility and his responsibility for reporting facts material to a correct determination of eligibility and grant.

"(b) Any applicant for, or recipient or payee of, such public assistance shall be responsible for reporting accurately and completely within his competence those facts required of him pursuant to subdivision (a) and to report promptly any changes in those facts.

"(c) Any person who makes full and complete disclosure of those facts as explained to him pursuant to subdivision (a) is entitled to rely upon the award of the board of supervisors as being accurate, except that the county paying the aid shall be allowed a period of two months following the month of payment within which to adjust any errors or changes in amount of grant resulting from changes in income or need which occur too late to be reflected in the grant for the current month.

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"(d) If any overpayment which results because of the failure to report facts in accordance with subdivision (b) is not adjusted within a period of two months following the month of overpayment, the person receiving the aid shall make restitution and all actions necessary to secure restitution may be brought against him.

"If the recipient or family is currently eligible in accordance with law and the rules of the State Social Welfare Board, collection of overpayments shall not be made through discontinuance or reduction of aid beyond the grant adjustment period permitted by subsection (c) except where the recipient or family at the time of determination of the overpayment possessed liquid assets sufficient to support himself or his family at the rate of the grant during the period of reduction or discontinuance thereof.

"(e) If it is found that a recipient or a family was possessed of property in excess of the amount permitted by law, and it is established that the recipient or family received such aid in good faith, honestly believing eligibility was properly established, the amount collectible shall be limited to an amount equal to the market value of the excess property or the amount of aid granted during the period the excess property was held, whichever is the lesser."

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I. DUTY OF COUNTY AND RESPONSIBILITY OF APPLICANTS AND FAMILIES RECEIVING AID

Responsibility rests upon the county to explain the eligibility requirements to applicants and families receiving aid and to inform them of their responsibility to report facts material to determination of eligibility and the amount of aid. They are obligated to report, to the best of their ability, those facts which are material to determination of eligibility and the aid payment as explained to them by the county; also to report promptly any changes in these facts. Applicants or families shall not be held responsible for any failure or mistake in reporting when such failure or mistake arises either from failure of the county to inform them regarding reporting or from misinformation given to them by the county. The county shall make a record of the reported facts, however reported.

Applicants and families receiving aid will be able to carry out their responsibilities only if they have understanding. The county's responsibility for informing them of their responsibilities for reporting may be performed in a variety of ways. The explanation should be given both orally and in writing and related to the individual situation in language the person can understand. Repetition of explanation will help understanding and persons should be reformed at intervals.

Each county shall mail the attached "Important Notice to All Persons Receiving Aid to Needy Children" by October 1, 1955, and when each initial warrant is mailed subsequently. A supply of this notice will be forwarded to each county prior to October 1, 1955.

Some additional devices which may be helpful in securing family understanding of their responsibilities are:

1. Explaining eligibility requirements orally and making colored pencil notations on the pertinent items of the applicant's copy of Form CA 200, Part II, at the time it is completed.
2. Giving each applicant a program brochure at the time of application.
3. Giving each family periodically, a general or specific written statement of responsibility.
4. Giving each family a statement as to how the amount of the aid is determined emphasizing the need to report changes in need and income.
5. Making a personal contact (home or office) with each family within 30 days after the first warrant is delivered to explain eligibility and amount of aid responsibilities. (This device has proven most effective in some counties as the family is more relaxed after receiving the first warrant and more able to grasp an explanation).
6. Sending periodic reminders with warrants using attention getting devices such as colored papers or inks.
7. Sending individualized letters to families regarding eligibility and need factors subject to change in their situation.
8. Giving each family a large manilla envelope to file papers related to the aid payment for ready reference.

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9. Use of posters in waiting rooms.
10. Group meetings of new family heads (as in 5 above).
11. Explaining, orally or in writing, in a foreign language where understanding of English is a problem.
12. Providing persons with forms (listing possible changes in situations) for reporting changes or their actual situation, monthly or at other specified intervals.
13. Providing families with names of persons, days and hours available, to whom telephone reports can be made.
14. Providing families with self-addressed envelopes for reporting by mail.

Additional material to be prepared by SDSW may be distributed to applicants and families receiving aid.

II. DECREASE OR DISCONTINUANCE BECAUSE OF CHANGE IN CONTINUING CIRCUMSTANCES

A. Decrease in the Aid Payment

Aid shall be decreased if the payment is more than the amount by which need exceeds income, except that if the redetermined amount of the aid payment (i.e., the budgetary deficiency rounded to the nearer dollar) is less than \$2 in excess of the currently authorized aid payment, a decrease shall not be made.

If the exact amount of income to be received in a given month is known in advance or it is known in advance that a particular need will no longer exist, any necessary decrease shall be effective for the month in which such changed circumstances will occur.

Example 1: The county determined on October 10 that the family will receive the first \$20 monthly payment from an annuity in November. The current aid payment is greater than the amount by which need will exceed income. The aid payment is decreased effective November 1.

Example 2: It is known in advance that a \$10 need allowance must be deleted from the budget beginning May 1 because allowance for the full cost of the roof repair will have been made by that time. Aid will be decreased effective May 1.

B. Discontinuance of the Aid Payment

Aid shall be discontinued when the eligibility requirements are no longer met. Action to discontinue aid shall be taken as soon as possible after the necessity for discontinuance becomes known and shall be effective as of the last day of the month for which the last payment was made.

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III. INVESTIGATION OF OVERPAYMENTS

Whenever it appears that an overpayment may have occurred, the county shall determine whether overpayment actually occurred. If so, the following determination shall be made:

1. The period and amount of overpayment, and such portion, if any, which occurred after disclosure within the ability of the family and such portion which occurred because the family failed to report the facts.
2. The eligibility or aid payment factor(s) which caused the overpayment.

If the overpayment occurred because of excess property and there was failure to report the facts, the county shall determine whether the facts were willfully withheld or misrepresented, or whether failure to report was due to the family's belief that they were immaterial to eligibility.

3. The extent to which the overpayment can be adjusted within the two months following overpayment (current adjustment period), and the amount of repayment to be demanded, if any. (See Sec. IX, Demand for Repayment.)

IV. DECREASE OR DISCONTINUANCE TO ADJUST FOR PAST OVERPAYMENT

Under certain circumstances the aid payment which a family is eligible to receive is decreased or discontinued to offset past overpayment. New W&IC Section 103.3 results in several basic changes in policies governing decrease or discontinuance of the aid payment of an eligible family to adjust for past overpayment. For purposes of comparison, differences between policies in effect prior to September 7, 1955, and the new policies are stated briefly as follows:

BASIC CHANGES IN ADJUSTMENT POLICIES

PRIOR TO SEPTEMBER 7, 1955

The aid payment is decreased or discontinued for one month only to adjust for overpayment in the two preceding months, unless hardship is determined. The month for which aid is decreased or discontinued, and the two preceding months are known as the "current adjustment period."

The aid payment to which the family is currently eligible cannot be decreased or discontinued beyond the second month following a month of overpayment.

NEW

Adjustment for overpayment in any month is made, under most circumstances, by decreasing or discontinuing the aid for either or both of the two months immediately following the month of overpayment. Adjustment of overpayment shall not be limited because of hardship. The month of overpayment and the two months following are known as the "current adjustment period."

Aid may be decreased or discontinued beyond the two months following a month of overpayment to offset the amount of repayment due if (1) the right to demand repayment exists and (2) the family has liquid assets.

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Adjustment is made within the current adjustment period regardless of the reason for overpayment but there is no right to demand repayment of any unadjusted balance of overpayment after the expiration of the month of adjustment unless there was fraudulent intent.

If overpayment occurred after the family disclosed the facts material to a correct determination of basic eligibility, i.e., age, property, etc., the aid payment (if the family is currently eligible) is not changed to adjust for the overpayment, and there is no right to demand repayment. There is a right to demand repayment if there was failure to report facts, even though there was no fraudulent intent.

V. OVERPAYMENT DUE TO CHANGE IN NEED AND/OR INCOME

Overpayment occurs if the aid payment is \$2 or more in excess of the amount rounded to the nearer whole dollar, by which need in a particular month exceeds income for that month.

In determining need for the particular month, no consideration shall be given to needs which were not reported by the end of that month. Exception:

The need shall be allowed for the month in which the changed circumstances occurred when the facts could not have been known or reported within the same month and were reported by the end of the following month. Such circumstances include:

The need arose too late in the month to afford reasonable time in which to report the change within that month.

Infrequent mail service from isolated areas, etc.

Physical or mental incapacity, or other special circumstances, may have made it unreasonable to expect the family to report promptly. If report is made as soon as could reasonably be expected, the need shall be recognized for the months in which it existed.

The need in any particular month shall not be increased by adding any unmet needs from a prior month.

A. Overpayment Occurred After Disclosure of Facts, or Because Family Had No Knowledge of Facts

The overpayment shall be adjusted by discontinuance and/or decrease for the two months following that in which it occurred, such overpayment being adjusted to the greatest extent possible in the first of these two months.

Example 3: A \$30 overpayment occurred in October. The family is otherwise eligible to receive \$145 in each of the months of November and December. The \$30 overpayment is adjusted by decreasing the November aid payment from \$145 to \$115. (If it is too late to make a change in the November aid payment, the December aid payment is reduced from \$145 to \$115).

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Example 4: A \$160 overpayment occurred in October. The family is otherwise eligible to receive \$140 in each of the months of November and December. The \$160 overpayment is adjusted by discontinuing aid for November (adjusts \$140), and by restoring aid for December in the amount of \$120 (\$140-\$20) to adjust for the balance of the overpayment (if it is too late to discontinue for November, aid for December is discontinued). There is no right to demand repayment of the unadjusted balance.

Example 5: A \$160 overpayment occurred in October. The family is otherwise eligible to receive \$75 in November and December. Discontinue aid for November and for December. This adjusts \$150 of the overpayment. Restore the \$75 aid payment effective January 1. (There is no right to demand repayment of the \$10 unadjusted balance).

In lieu of discontinuance and/or decrease the overpayment may be adjusted within the two months following the month of overpayment by a "current cash adjustment" (see F-400 B).

Example 6: A family receiving a \$160 aid payment was overpaid \$30 in October. In November, the family repays the \$30 from the \$160 November aid payment (or from other income or assets). The \$30 repayment is a "current cash adjustment" and no change in the authorization for either November or December is made.

No adjustment (or collection) shall be made for any overpayment which occurred prior to the current adjustment period, and an adjustment in the aid payment to offset such overpayment shall not be extended beyond the current adjustment period.

B. Overpayment Resulted from Failure to Report Facts and Family Has No Liquid Assets

(If the family has liquid assets, see Section X)

"Liquid assets" are those which are immediately available for support, such as cash on hand or in a bank, the market value of stocks and bonds, etc. They do not include the cash surrender value of insurance, the market value of household furnishings and personal effects, of an automobile, the market value of real property, or the value of items essential to a plan for self-support or rehabilitation.

The full amount of overpayment is subject to repayment. The overpayment shall be adjusted to the fullest extent possible during the two months following a month of overpayment except that the amount adjusted shall not exceed the amount of overpayment which occurred within the current adjustment period. Demand shall be made for repayment of any unadjusted balance of overpayment.

Example 7: Facts reported by the family on May 3 show that income resulted in a \$25 monthly overpayment for the period January through April, and that they are currently eligible to the \$140 aid payment they have been receiving. They have no liquid assets. Reduce the aid payment for June from \$140 to \$115 to adjust the \$25 April overpayment (the only month of overpayment which is still within a current adjustment period) and increase to \$140 effective July 1. Demand repayment of the \$75 unadjusted balance.

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VI. OVERPAYMENT DUE TO EXCESS PROPERTY

Overpayment occurs if the value of real or personal property exceeds the legal limitation on the first day of any month for which payment is made. The amount of aid for such months represents the amount of overpayment. The circumstances under which overpayment occurred govern the amount thereof which is subject to repayment, and the amount thereof, if any, which can be adjusted within the two months following overpayment.

A. Overpayment Occurred After Disclosure of Facts

The aid payment of a currently eligible family shall not be discontinued or decreased for any month to adjust for overpayment and there is no right to demand repayment.

Example 8: The family reports on October 11 that a \$3,000 inheritance was received on October 10. In error the family received aid for November. The family is again eligible on December 1 because the inheritance was used to buy a home. December aid is paid without regard to the overpayment in November.

B. Overpayment Resulted from Failure to Report Facts and the Family Has No Liquid Assets

(If the family has liquid assets, see Section X)

1. Facts Were Purposely Withheld or Misrepresented

Rules as set forth in Section V-B of this Bulletin apply.

Example 9: On December 10 it is determined that the family was ineligible to the \$170 aid payment because of excess property in October, November and December (total overpayment \$510). The family is eligible to receive \$185 beginning January 1. Aid is discontinued for January to adjust \$185 of the overpayment (the \$170 overpayment in November and \$15 of the overpayment in December). The balance of the overpayment occurring in December, \$155 (\$170 less \$15) is deducted from the amount otherwise payable for February. Demand is made for repayment of the \$170 overpayment in October.

2. Facts Were Not Reported Because They Were Believed to be Immaterial to Eligibility

The amount of overpayment which is subject to repayment is the market value of the excess property, or the aid paid during the period of ineligibility, whichever is lesser.

The excess personal property is the greatest amount by which personal property holdings exceeded \$600 during the period of ineligibility.

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The market value of real property is the estimated sale value as determined by realtors or others in a position to know the sale value, less any encumbrances of record against the property. To determine the market value of excess real property, multiply the market value of all of the real property by the fraction which represents the excess assessed value (total net assessed value less \$3,000) over the total net assessed value of real property holdings.

Example 10: The family owns two pieces of property. Total assessed value after deducting encumbrances is \$3,300. The market value of the two pieces, after deducting encumbrances is \$6,600. The market value of the excess property is $\frac{\$3,300}{\$3,300} \times \$6,600$, or \$660

The amount to be adjusted within the two months following a month of overpayment shall be the highest amount of the excess property on any day within the month of overpayment, or the amount of aid granted for such month, whichever is lesser. Demand shall be made for repayment of any unadjusted balance of the repayment due for the total period of ineligibility.

Example 11: On December 22 the county discovers that a family, currently eligible to a \$145 aid payment, had excess personal property on the first of each of the months of September, October and November. The highest excess was reached on October 19 when the excess was \$75. This was reduced, and the highest excess in November was \$35 on November 16. Since January is a month of adjustment for overpayment in November, decrease aid for January from \$145 to \$110 to adjust the \$35 excess in November (this amount is less than the aid granted for that month), and increase to \$145 effective February 1. Demand repayment of \$40, the unadjusted balance of the excess (\$75 minus \$35).

The adjustment months for two consecutive months of overpayment overlap; e.g., the adjustment months for October are November and December, and the adjustments for November are December and January. If the facts are known in time to adjust in the overlapping month (and the following month if necessary) the highest excess during the two-month period of overpayment is the amount to be adjusted to the greatest extent possible. Demand is made for repayment of the difference between the adjusted amount and the highest excess during the total period of ineligibility. (If the total aid paid during the two consecutive months of overpayment is less than the excess property in this period, the adjustment is made on the basis of the amount of aid paid).

Example 12: On November 20 the county learns that the family had excess personal property on the first of each of the months of May through November and will be currently eligible as of December 1, to \$85. The highest excess during the total period of ineligibility occurred on June 17, when it reached \$105. The highest excess in the two months still within a current adjustment period (October and November) was \$40, this occurring on October 7. Aid is decreased to \$45 for December (\$85 less \$40) and is increased to \$85 effective January 1. This adjusts for \$40 of the \$105 excess during the total period of ineligibility. Demand is made for repayment of the \$65 balance of repayment due.

VII. OVERPAYMENT FOR REASON OTHER THAN NEED, INCOME OR PROPERTY

The amount of aid paid during the period of ineligibility is the amount of overpayment.

A. Overpayment Occurred After Disclosure of Facts, or Because the Family Had No Knowledge of the Facts

The aid of a currently eligible family shall not be discontinued or decreased for any month following a month of overpayment, and there is no right to demand repayment.

B. Overpayment Resulted From Failure to Report Facts

Follow same procedure as for V, Item B.

VIII. SUMMARY FOR ADJUSTMENT OF OVERPAYMENT WITHIN THE CURRENT ADJUSTMENT PERIOD

The following chart summarizes the amount of overpayment set forth in Section V, VI, and VII which is subject to adjustment by discontinuance and/or decrease of the aid payment within the current adjustment period:

THE FAMILY ↓	OVERPAYMENT FACTORS WERE:		
	INCOME OR NEED	EXCESS PROPERTY	OTHER FACTORS
Made full disclosure, or had no knowledge of facts, or was misinformed or not informed by the county.	The amount of overpayment within the current adjustment period. 1)	No adjustment. 4)	No adjustment. 7)
Purposely withheld or misrepresented the facts.	Same as in 1) above. 2)	The amount of overpayment within the current adjustment period. 5)	The amount of overpayment within the current adjustment period. 8)
Failed to report facts, believing them to be immaterial.	Same as in 1) above. 3)	The amount of overpayment within the current adjustment period, or the excess property within this period, whichever is lesser. 6)	Same as in 8) above. 9)

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IX. DEMAND FOR REPAYMENT

The right exists to demand repayment if overpayment is due to failure of the family to report facts, unless they had no knowledge of the facts. The amount subject to repayment is governed by the particular factor which caused total ineligibility or caused too much aid to be paid to an eligible family. If overpayment was due to excess property, the family's reason for failure to report facts must be determined.

The following chart governs the determination of whether or not there is a right to demand repayment of amounts not adjusted within the current adjustment period, and the amount of repayment to be demanded:

THE FAMILY	OVERPAYMENT FACTORS WERE:		
	INCOME OR NEED	EXCESS PROPERTY	OTHER FACTORS
Made full disclosure or had no knowledge of facts, or was misinformed or not informed by the county.	No right exists to demand repayment. 1)	No right exists to demand repayment. 4)	No right exists to demand repayment. 7)
Purposely withheld or misrepresented the facts.	Right exists to demand repayment of all aid paid in excess of amount entitled. 2)	Right exists to demand repayment of all aid paid during period of ineligibility 5)	Right exists to demand repayment of all aid paid during period of ineligibility 8)
Failed to report facts, believing them to be immaterial	Same as in (2) immediately above. 3)	Right exists to demand repayment of the excess property* or the aid paid during period of ineligibility, whichever is lesser. 6)	Same as in (8) immediately above. 9)

*See definition in Section VI, B, 2 of this bulletin.

Example 13: For the past several months the family failed to report that a bank account had made personal property excessive. Since it became excessive because of small savings from the aid payment, they thought eligibility was not affected. Information in the column headed "Excess Property" which is in the square to the right of "The Family Failed to Report, Believing Facts Immaterial" governs (square 6):

If the family was underpaid for a past month(s) for which the county is required to pay retroactive aid (see Section C-530) the amount of repayment due may be decreased to the extent of such underpayment in lieu of issuing retroactive aid payments. The reason for a demand for repayment in the reduced amount should be explained in the case record.

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X. AID PAYMENT OFFSET FOR PAST OVERPAYMENT WHEN FAMILY FAILED TO REPORT FACTS AND HAS LIQUID ASSETS

A family who is currently eligible, and who has liquid assets, may forgo aid which would otherwise be paid to them to offset the repayment due in lieu of repaying from their liquid assets. The county shall determine the method of repayment after weighing the circumstances in the individual case and its duty to safeguard public funds. However, the aid payment offset method may be used only if the family possessed liquid assets (see Definition in Section V B, on page 8) at the time the amount of overpayment was determined in sufficient amount to provide support at the rate of the aid which would otherwise be paid during the period of offset.

If the aid payment offset method is used, the time limitation of the current adjustment period is not applicable. The aid payment offset is made in relation to the total repayment due, rather than to the amount which would normally be subject to adjustment following a month in which overpayment occurred.

A. Amount to be Offset is Less Than Aid to Which Eligible

If the amount of repayment to be offset is less than the amount to which the family is currently eligible, deduct the amount of repayment due from the aid which is otherwise payable for one month to offset the repayment.

B. Amount to be Offset is More Than Aid to Which Eligible

Discontinue aid if the amount of repayment to be offset exceeds the amount of the aid to which the family is currently eligible. The family shall be advised in writing of the period over which they are expected to support themselves from their liquid assets. They shall also be advised in writing of their responsibility to keep a record of needs and income during this period, to report to the agency at the expiration of the period, or earlier as deemed necessary, for review of this detail, and to inform the agency promptly of any change in address.

The approximate period over which aid is discontinued to offset the repayment due is the number of calendar months determined by dividing the repayment amount, or the amount of liquid assets, whichever is lesser, by the amount of aid at the time of discontinuance. If a fractional month results, that portion which is allocable to a fractional month is deducted from the amount of aid otherwise payable in the month of restoration.

Example 14: In October the county learns that a family who is receiving a \$60 aid payment was overpaid the previous January through September and the total repayment due is \$480. They have \$500 liquid assets, and aid is discontinued in lieu of cash repayment. The discontinuance remains in effect for eight months (\$480 divided by \$60).

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Example 15: In October overpayment totalling \$500, which occurred during a period ending the previous June, is discovered. The family has \$300 liquid assets and the \$70 grant is discontinued in lieu of cash repayment. The discontinuance remains in effect for four months (\$300 divided by \$70 equals 4.28 months) which offsets \$280 of the \$500 repayment due. Aid is restored in the fifth month when the difference between the liquid assets (\$300) and \$280, or \$20, is subtracted from the amount otherwise payable. Demand is made for repayment of the difference between the amount of repayment which has been offset (\$300) and the amount of repayment due (\$500) or \$200.

Every case in which the aid of a currently eligible family having liquid assets is discontinued to offset repayment due shall be controlled as a collection account.

At such time as restoration of aid is requested the aid which would have been payable during the period of discontinuance shall be determined and the actual extent to which the repayment amount has been offset by discontinuance shall be computed. If this amount is less than anticipated at the time aid was discontinued, and the family is currently eligible, the county shall extend the period of discontinuance accordingly, or demand immediate repayment. If the family is ineligible for current aid for any reason, immediate demand shall be made for repayment of any unadjusted balance of repayment due.

C. Transfer Cases

When the aid of an eligible family who has established residence in another county is discontinued by the first county because of overpayment, the first county remains responsible for restoration and/or such collection activity as may be necessary prior to the date the second county is due to assume responsibility. (If aid is discontinued for some other cause, responsibility of the first county ceases.)

If overpayment for which repayment is due is determined after residence has been established in another county, the aid payment offset method is applicable only if the full amount due can be offset with reasonable certainty, prior to the date that County B becomes responsible for aid as provided in Manual Section C-554. (An offset plan whereby the family forgoes aid to be paid by County B would not offset repayment due to County A.)

If an aid payment offset plan has been initiated prior to establishment of residence in County B, such plan may be continued only if there is reasonable expectation that the full amount of repayment due will be offset prior to the date when County B is due to assume responsibility.

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(Pursuant to Government Code Section 11380.1)

XI. REPAYMENT WHEN TWO INELIGIBILITY FACTORS EXIST CONCURRENTLY

Two causes of ineligibility may exist concurrently, e.g., the family may have been overpaid because of income (and/or change in need), and during the same period personal property holdings may have been excessive. Compute the total amount of repayment due on the basis of each cause of ineligibility. Adjustment and/or demand for repayment shall then be based upon the single eligibility factor which resulted in the larger amount of repayment due. If circumstances have so changed that the family is currently eligible and adjustment can be made within the two months following a month in which overpayment occurred, proceed as herein outlined in Section V, VI, VII.

XII. REPEALED OR REVISED MANUAL SECTIONS

This bulletin repeals the following sections of the Aid to Needy Children Manual of Policies and Procedures:

- C-533, Decrease in the Aid Payment
- C-539, Discontinuance of the Aid Payment
- C-572, Right to Request Repayment
- C-574, Investigation of Overpayments

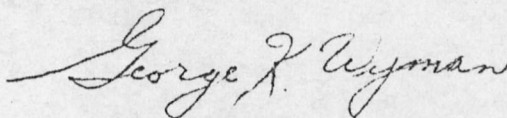
It is supplementary to or supersedes content of other sections which may be contrary to its provisions. These sections include:

- C-125, County of Application
- C-554, Payment of Aid in Intercounty Transfers
- C-566, Reporting County Action to the Payee
- C-569, Instructions for Completing the Authorization Document
(Item 8 and Subsection C)

XIII. RETROACTIVE APPLICATION OF RULINGS

The provisions of the bulletin govern all decreases and discontinuances and demands for repayment on and after September 7, 1955. However, there is no right to demand repayment for any overpayments which occurred prior to September 7, 1955, which were not collectible prior to this date.

Very truly yours,



George K. Wyman
Director

Attachment

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

IMPORTANT NOTICE TO ALL PERSONS RECEIVING AID TO NEEDY CHILDREN

READ THIS NOTICE CAREFULLY AND KEEP IT FOR REFERENCE

You are required under the law to report to us all facts which may change your right to receive aid or the amount of aid you receive. It places on us the duty to tell you of your rights and your duty to report these facts to us.

We must, under the law, require you to pay back any money you should not have received if your failure to report the facts to us was the reason you received too much aid.

1. You Are Required to Report Changes

It is important that you report promptly and fully any change in your income or your need so that your aid can be paid in the right amount. Should you become ineligible to receive any aid because you no longer meet the requirements of the law, you must notify us immediately so your aid can be stopped.

2. If You Have Reported All of the Facts

The change may have happened too late in the month, or your report may have been received too late to permit us to change your check. If you are still eligible, we can change your payment for the next one or two months to correct an overpayment. Under some circumstances, we can grant additional aid for recent months to correct an underpayment if you have reported the facts promptly.

3. If You Fail to Report

If you received too much aid in any month because you failed to report the facts, we can change the grant which we would otherwise pay you for the next two months to correct the overpayment. You must repay any balance due from your bank account or other assets.

If your present circumstances are such that you are eligible to receive aid, and you have a bank account or stocks, bonds or other securities, you may have to repay from your liquid assets or we may stop your aid for a while. The detail regarding this has to be worked out when you are notified of the amount of repayment which is due.

The law provides that any person who knowingly obtains or attempts to obtain aid to which he is not entitled, or a larger amount than that to which he is legally entitled, is guilty of a misdemeanor.

SEE BACK OF THIS NOTICE FOR A
LIST OF THINGS YOU MUST REPORT

DO NOT WRITE IN THIS SPACE

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FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

THESE ARE THE KINDS OF CHANGES YOU MUST REPORT:

Income - Any increase or decrease in income of any member of the family (children or adults) from any source - such as from earnings, support payments, unemployment insurance, veterans benefits, social security (or Old Age and Survivors Insurance), free rent, or other sources.

Needs - Any increase or decrease in needs such as rent, medical care, expense for employment, replacement of household equipment, transportation, etc.

Persons In The Home - If any person moves into the home or out of the home.

Real Property - If the parents or children sell or buy real property.

Personal Property - Any change in the amount or type of personal property of the parents or children, such as bank accounts, stocks, bonds, etc.

Marriage - If any child marries or a parent remarries.

Change of Address - If the family moves.

Return of Parent - If an absent parent returns to the home or if you learn of the address or whereabouts of an absent parent.

Availability for Work - If a disabled parent or stepparent recovers enough so that he is able to work or she is able to resume caring for the children.

School Attendance - If children 16 or 17 years of age quit school (except for summer vacation).

Employment - If a child or parent or stepparent secures work, or if they become unemployed.

You may report changes by letter, by calling at our office
or by telephoning your social worker. DO NOT DELAY

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WYIC 3044, 3075

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 27, 1955

DEPARTMENT BULLETIN NO. 516 (ANB)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Eligibility to ANB of Patients
in Public Medical Institutions

Section 3044 of the Welfare and Institutions Code has been amended by Chapter 1720 Statutes of 1955 (AB 3302). This amendment, effective September 7, 1955, provides:

"3044. No applicant shall receive aid under the provisions of this chapter who is a patient in a public institution for tuberculosis or mental disease, who is a patient in a public medical institution as the result of a diagnosis of tuberculosis or psychosis, who is an inmate of a public institution of a custodial (nonmedical), penal or correctional character, or who is an inmate of a federal medical institution.

"Any such ineligible patient or inmate, however, may make an application for aid under this chapter and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such an ineligible patient or inmate, and if he is otherwise qualified under the terms of this chapter, such application shall be approved. The aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. The applicant may remain an inmate until he receives his first monthly payment, whereupon he shall cease to be such inmate.

"If a recipient of aid becomes ineligible for aid due to confinement in an institution, the order of the board of supervisors suspending his aid may provide that the aid shall be restored when the recipient ceases to be an inmate, without further order from the board of supervisors.

"For the purposes of this chapter, an applicant for or recipient of aid under this chapter who is an inmate and patient in a state institution shall be deemed to be a person who has no county residence as provided in this chapter for such time as he remains an inmate and patient in a state institution.

"When a recipient has been a patient in a public medical institution for two calendar months, and it appears that he will remain a patient therein, part of the aid granted shall be paid to the institution for medical or remedial care in behalf of the patient.

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"When a patient in a public medical institution applies for aid and it appears that he will remain a patient therein, part of the aid granted shall be paid to the institution for medical or remedial care in behalf of the patient.

"When an applicant or recipient leaves a public medical institution during the month, aid shall be paid directly to the recipient for the full month unless his application was filed during that month, in which case aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall aid commence prior to the date of application.

"Nothing in this section shall be construed to prevent the applicant or recipient from exercising his free choice to leave the institution at any time.

"The board of supervisors shall determine how much of the aid the applicant or recipient is entitled to be paid and how much shall be paid in his behalf for his care in the institution. Such determination shall be made in accordance with the standards and limits established by the State Social Welfare Board.

"The allowance to the recipient shall be solely for personal and incidental expenses and shall be at least ten dollars (\$10) but not to exceed fifteen dollars (\$15) per month.

"Notwithstanding any other provision of this chapter, all payments for medical care in a public medical institution in behalf of recipients of aid under this chapter shall be paid by the county directly to the governmental agency furnishing the care, and shall not be paid in advance of the furnishing of the care."

Section 3044.1, Welfare and Institutions Code is repealed as of September 7, 1955. Section B-518, Aid to the Blind Manual of Policies and Procedures, Institutional Subvention for Hospital or Infirmary Care is repealed.

The amendment to Section 3044 is directed toward securing better medical care for certain blind persons, who meet the eligibility requirements for aid and whose greatest current need is for medical care, by making provision for payment of a part of the grant to a public institution if the needed medical care is being received in such an institution. The amended law provides that ANB shall be granted if the individual is otherwise eligible and that a part of the grant shall be paid to the individual for personal and incidental expenses and a part shall be paid to the medical institution as payment for the medical care rendered. There are, however, some exceptions which are defined in Item I of this bulletin.

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CONTENT OF DEPARTMENT BULLETIN
Effective September 7, 1955

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I. PERSONS IN PUBLIC INSTITUTIONS WHO ARE INELIGIBLE TO RECEIVE ANB

ANB shall be discontinued at the end of the month in which the person enters a public institution if:

- A. The institution is maintained for the exclusive purpose of treating persons suffering from tuberculosis or mental disease.
- B. The person is a patient in any public medical institution as a result of a diagnosis of tuberculosis or psychosis.
- C. The person is an inmate of a public institution of a custodial, penal or correctional character, or an inmate of a public medical institution in a unit which is not licensed by the State Department of Public Health. (For exception see Item IX for inmates who are patients in certain State Institutions.)
- D. The public medical institution is maintained and operated by the Federal Government.

Such a person may, however, make application for ANB. If investigation establishes eligibility, payment of aid is authorized. The applicant may remain in the institution until he receives his first monthly warrant. (See relevant portions of Manual Section B-512, Eligibility of Public Institution Inmates.) Further payment is not made unless he leaves the institution or is transferred to a "public medical unit or institution" where he becomes a "patient." (See II, A, 1 and 2 below.)

II. PATIENTS IN PUBLIC MEDICAL INSTITUTIONS WHO ARE ELIGIBLE TO RECEIVE ANB

A blind person (except as listed in Item I above) who is a "patient" in a "public medical institution" shall be granted ANB, if otherwise eligible. The term "public medical institution" is limited to those public hospitals which are licensed by the State Department of Public Health, i.e., county, city and district hospitals, and to the medical unit of some state institutions. Private hospitals which operate under contract with the county are not included.

A. Definitions

1. Patient

- (a). The person is receiving planned, continuing medical treatment, including physician's services and nursing care directed toward improvement in health; or is receiving medical treatment for an illness for which medical measures are required though improvement in health or recovery cannot be expected.
- (b). The person is not involuntarily detained by legal process other than quarantine requirements.

2. Public Medical Institution - A public medical institution is one which is licensed by the State Department of Public Health*

*Exception: Veterans Home of California
 (See Item IX).

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It is the responsibility of the county welfare department to develop a plan whereby patients in public medical institutions are given a full interpretation of the change in the law and of their right to make application, reapplication, request restoration, or continuance of ANB. A properly acted upon application or request for restoration is required in every instance prior to payment to the medical institution on behalf of the recipient.

B. New Application, Reapplication or Request for Restoration

If a patient wishes to apply for, or request restoration of ANB, the county welfare department shall secure the signed application (Form BI 200), or request for restoration, in the medical institution. Determination of eligibility and continued eligibility is the responsibility of the county welfare department. The investigation is completed and action taken without delay in the same manner as for all applications and requests for restoration. (See Section V, Authorization for Aid.)

C. Continuance of ANB

A recipient who enters a "public medical institution" as a "patient" is eligible to receive aid for two calendar months in the full amount to which he is eligible. If he remains a patient, see Item IV - Division of Grant Between Recipient and Medical Institution - for payment after the first two months of hospitalization.

III. AMOUNT OF AID TO BE GRANTED ELIGIBLE PATIENTS

The amount of aid to be granted an eligible patient who has no income is the maximum (\$95 a month).

The amount of aid to be granted an eligible patient who has income is dependent upon the amount of income. However, consideration is given to the total need of the patient which includes the cost of medical care in the institution, special need for medical care as defined in Manual Section B-615, if not provided by the medical institution, plus \$15 for personal and incidental expenses. (It is recognized that the basic need for incidental expenses is \$15.50. However, the law sets a maximum of \$15 a month for personal and incidental expenses for those persons who are patients in a public medical institution.)

IV. DIVISION OF PAYMENT BETWEEN RECIPIENT AND MEDICAL INSTITUTION

A. Payment to the Recipient-Patient in the Institution

That portion of the grant which is payable to a patient in a public medical institution is made monthly in advance. The amount of the grant payable to a patient who has no income is \$15 a month for personal and incidental expenses, while he remains a patient in a public medical institution.

The amount of grant payable to a patient who has income is dependent upon the amount of his income. If his income is less than \$15 a month, the amount needed for personal and incidental expenses, the payment to him shall be in an amount which, when added to his income, equals \$15. If his

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income is \$15 or more, no portion of the payment will be made to him. However, he shall be permitted to retain sufficient of his income to meet his \$15 need for personal and incidental expenses and whatever additional portion of his income is needed by him to meet any special need for medical care not furnished by the institution.

The following examples will illustrate the method for determining the amount of ANB to be granted to an eligible applicant, and the division of the grant between the patient and the institution:

Example A

	<u>Need</u>	<u>Income</u>
Cost of medical care in the institution	\$300.00	None
Personal and incidental expenses	<u>15.00</u>	
Total need	315.00	
Income	none	
Deficit	315.00	
Authorized ANB Grant	95.00	
Amount payable to recipient-patient	15.00	
Amount payable to the institution on behalf of recipient-patient	80.00	

Example B

	<u>Need</u>	<u>Income</u>
Cost of medical care in the institution	\$300.00	Retirement Pension \$35.00
Personal and incidental expenses	15.00	
Payment on dentures	<u>15.00</u>	
Total need	330.00	
Income	<u>35.00</u>	
Deficit	295.00	
Authorized ANB grant	95.00	
Amount payable to recipient-patient	none	
Amount payable to the institution on behalf of recipient-patient	95.00	

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(In example B the recipient-patient will receive no part of the grant; however, he shall be permitted to retain from his monthly income not less than \$15.00 for personal and incidental expenses, in addition to that amount which is necessary to make the required payment on the dentures. The institution will receive payment in the amount of \$95 after the end of the month for which the medical care was given.)

Example C

	Need		Income
Cost of medical care in the institution	\$300.00	Contribution Responsible Relative	\$10.00
Personal and incidental expenses	15.00		
Total need	315.00		
Income	10.00		
Deficit	305.00		
Authorized ANB grant	95.00		
Amount payable to recipient-patient	5.00		
Amount payable to the institution on behalf of the recipient-patient	90.00		

(In example C the recipient has only \$10 with which to meet his personal and incidental expenses; therefore, he will receive a warrant on the first of each month in the amount of \$5 -- the medical institution will receive \$90 payable after the end of the month as payment for the medical care provided by the institution.)

Example D

	Need		Income
Cost of medical care in the institution	\$300.00	OASI	\$30.00
Personal and incidental expenses	15.00		
Payment on hearing aid	20.00		
Total need	335.00		
Income	30.00		
Deficit	305.00		
Authorized ANB grant	95.00		
Amount payable to recipient-patient	none		
Amount payable to institution on behalf of recipient-patient	95.00		

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(In example D the recipient has only \$30 income with which to meet his need of \$15 for personal and incidental expenses, and his need for the required payment on the hearing aid. However, he will receive no part of the grant, but shall be permitted to retain his monthly income. The grant of \$95 is payable to the institution on the recipient's behalf for needed medical care rendered by the institution.)

It is to be noted from the above examples that a combination of the grant and income to the amount of \$15 shall be allowed in all instances for personal and incidental expenses.

B. Payment If Recipient-Patient is Discharged or Otherwise Leaves the Medical Institution

The medical institution is required to notify the county welfare department immediately if a patient, on whose behalf ANB is being paid to the institution, leaves voluntarily or is discharged.

If the individual is discharged or otherwise leaves the public medical institution during the month, the balance of the grant to which he was eligible on the first of that month shall be paid to the recipient.

C. Payment if Recipient is Readmitted to the Medical Institution

If a recipient is readmitted to the medical institution as a patient because of the same ailment, and within 10 days from the date of discharge, the provisions for Division of Payment Between the Patient and the Medical Institution set forth herein are applicable beginning with the first of the month following the date of readmittance to the medical institution.

If a patient is readmitted to the medical institution for a different ailment, he is entitled to aid in the full amount to which he is eligible for two calendar months following the date of the readmittance.

D. Payment if Recipient-Patient Dies

The medical institution is required to notify the county welfare department immediately if the patient dies.

Whether an eligible patient dies on or after the first day of the month, ANB shall be paid for the full month. The warrant for the balance of the month is made payable to the decedent or the executor or administrator of his estate, or to whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. (See Manual Sections B-660 and F-310, C, 2, Payments Upon Death of a Recipient.)

E. Payment to the Public Medical Institution on Behalf of the Recipient-Patient

That portion of a recipient-patient's grant which is to be paid to the public medical institution on his behalf for care rendered shall not be payable until after the end of the month for which the care was rendered.

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There is no provision for payment of any portion of the grant to the medical institution during the first two calendar months of hospitalization; neither is there provision for payment to the institution for any part of the month in which the recipient is no longer a patient, i.e., leaves the institution, dies, or is transferred to a unit for custodial or infirmary care.

For a patient who has no income, and whose need is for medical care in a public medical institution, the amount payable to the institution rendering the medical care is \$80 a month.

For a patient who has income, the portion of the grant payable to the medical institution rendering care is dependent upon the individual's income. (See examples in Item A of this section.)

V. AUTHORIZATION FOR AID

ANB shall be authorized by the board of supervisors or its delegated agent for the blind patient in a public medical institution who makes application or request restoration and is otherwise eligible, in the total amount to which the patient is found eligible. The beginning date of aid is governed by the provisions of Section B-624, Aid to the Blind manual.

Likewise, authorization is required for the patient for whom there is to be division of the grant between the patient and the medical institution after the first two months of hospitalization.

The authorization document - Form BI 278 - shall be used to show that a grant or continuance of ANB has been authorized. The instructions contained in Manual Section B-663 are applicable in general with the following exceptions:

The code letter "V" (to indicate vendor payment) will be entered in Item 15 - Code for Participation - following the regularly required code letter.

In the "Remarks" section, Item 16, will be entered the breakdown of the payment to show that portion of the grant which is to be paid to the recipient-patient and that portion which is to be paid to the institution on behalf of the recipient.

Also in the "Remarks" section, Item 16, will be entered the name and address of the medical institution to which payment is to be made.

In Item 17 a new item will be entered entitled L. Vendor Payment.

If the case is a continuing one and there is to be any change in the amount of the total grant, such change will be indicated by a check in the appropriate item.

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VI. NOTIFICATION TO RECIPIENT-PATIENT AND TO PUBLIC MEDICAL INSTITUTION

Each patient in a public medical institution who makes application for aid, or a request for restoration shall be notified of the action taken by use of Form Bl 239. Also any patient for whom aid is to be continued after two months hospitalization shall be notified that aid is to be continued. If aid is authorized, Form Bl 239 shall show the distribution to be made between the recipient and the medical institution. The public medical institution is also to be notified if aid is authorized.

VII. CERTIFICATION BY PUBLIC MEDICAL INSTITUTION OF PATIENT STATUS

A completed Certification of Patient Status in a Public Medical Institution is required for each ANB recipient for each month during which the recipient is a patient in a public medical institution. This certification is used by the county in its determination that payment is to be made on behalf of the recipient to the institution as authorized for medical care rendered an eligible patient-recipient. It is to be completed by a responsible official of the public medical institution and submitted to the county welfare department within 15 days after the close of the month for which care was rendered, for inclusion in the case record for the individual or cross reference in the case record to such certification filed elsewhere in the county welfare office.

Either of the two following methods of certification shall be used:

1. A separate completed form (AB 236 A) shall be submitted for each patient after the close of each month for whom medical care was rendered during the full month

or

2. Form AB 236 B shall be submitted after the close of each month listing the patients for whom medical care was rendered during the full month.

VIII. MEDICAL INSTITUTIONS LICENSED BY STATE DEPARTMENT OF PUBLIC HEALTH

A list of public medical institutions currently licensed by the State Department of Public Health is attached to this bulletin, and the State Department of Public Health will submit to the State Department of Social Welfare and to the county boards of supervisors a list of the currently licensed public medical institutions at the end of each calendar year. Any beds which are maintained for tuberculosis, psychopathic or custodial cases are identified by building or ward designation. Amendments during the year will be submitted to the individual county concerned.

IX. OTHER PUBLIC MEDICAL INSTITUTIONS

In addition to those public medical institutions which are licensed by the State Department of Public Health, there are certain state institutions, such as the Veterans Home of California, which are operated for other than mental illness, and in which a patient in a medical unit is qualified for ANB if otherwise eligible. Aid is payable on a noncounty basis for such time as the inmate remains a "patient" in the "medical" unit of such state institution.

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X. RESPONSIBILITY FOR APPLICATION OR REQUEST FOR RESTORATION WHILE A PATIENT IN A STATE INSTITUTION

If the institution is located in the county in which the patient had residence at the time of admittance to the institution, that county has responsibility for taking and processing the application or request for restoration and for payment of aid as set forth in this bulletin.

If the institution is located in a county other than that in which the patient has residence, the county welfare department of the county in which the institution is located shall take the application or request for restoration on behalf of the responsible county. The county in which application is made shall interview the applicant and give all necessary assistance in the establishment of eligibility.

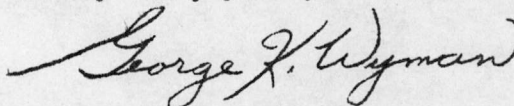
The county of residence is responsible for the usual determination of eligibility and for completion of the authorization document and other required forms and for payment of aid; also for the payment of any fees required in connection with the determination of eligibility, such as for eye examination.

XI. PRORATED PAYMENT FOR SEPTEMBER 1955

Since Chapter 1720, Statutes of 1955 (AB 3302) becomes effective on September 7, 1955, any patient found eligible for the balance of September shall be granted the prorated portion of the amount to which he is eligible. The recipient shall receive his prorated share of the amount required to meet his personal and incidental expenses, and the public medical institution shall receive the prorated balance of the grant.

The provisions of this bulletin supersede any sections or portion of sections of the Aid to the Blind Manual of Policies and Procedures which are in conflict herewith. Appropriate manual sections will be amended as soon as possible to bring them into conformity.

Very truly yours,



George K. Wyman
Director

Attachments

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

State of California

Department of Social Welfare

CERTIFICATION OF PATIENT STATUS IN A PUBLIC MEDICAL INSTITUTION

To: County Welfare Department

Name of
Institution _____Operated by _____
Unit of Government

County _____

County No. _____ State No. _____

This is to Certify, That _____
Name of Recipient-Patient Home Addressreceived care as a patient in this medical institution during the month of _____
19__, at a cost of \$ _____. His medical status was as follows:

1. Tuberculosis or
Mental disease

The patient is ☐ in this institution
is not ☐
because of tuberculosis or mental disease

2. Ward and building (if
only one building specify
ward only which is
licensed by the State
Dept. of Public Health as
a medical ward or unit)

Patient is hospitalized as designated below:

Ward _____
and
Building _____

OR

3. Patient was discharged
or left voluntarily ☐

Date

4. Patient died ☐

Date

Signature _____

Title _____

Date _____

(This certification must be submitted not later than
the 15th of the month following the month in which
medical care was rendered)

Department of Social Welfare

(Name of Institution)

(Unit of Government)

(County)

MEDICAL CARE PROVIDED DURING _____, _____
(Month) (Year)

1	2	3	4		5	6
NAME AND ADDRESS OF RECIPIENT - PATIENT	STATE NUMBER	COUNTY NUMBER	LOCATION OF PATIENT		COST OF CARE (PER MO.)	REMARKS
			BUILDING	WARD		

I certify that the above-listed persons have received medical care as patients in this medical institution during the full calendar month indicated and are not in this institution because of tuberculosis or mental disease.

(Signature)

(Date)

(Title)

(Forward not later than 15th of month following the month care is provided.)

DO NOT WRITE IN THIS SPACE

AUTHORIZATION TO F. , DENY, SUSPEND, OR DISCONTINUE AID TO THE BLIND

1. DATE _____ 2. COUNTY _____ CO # _____ ST # _____
 3. NAME _____ 4. CHANGE NAME FROM: _____
 5. ADDRESS _____

TYPE OF AID	☐ ANB	☐ APSB	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
PAYMENT DATA FOR MONTHS SPECIFIED BELOW			SUPPLEMENTAL PAYROLL				LAST AUTHORIZATION	NEW AUTHORIZATION	ACCOUNTING USE ONLY
6. Effective—Month—Day—Year								12-1-55	
7. Total Need								315.00	
8. Total Income (see Item #16)								-0-	
9. Need Minus Income								315.00	
10. Entitled to Receive @ Rate of								95.00	
11. Net Overpayment in Adjustment Period (Specify in Item 16)								-0-	
11a. Difference Between 10 and 11							95.00		
12. Amount Previously Authorized							95.00		
13. Amount to be Paid								95.00	
SEE MANUAL SEC. B-663	14. Total Federal Excess						40.00	40.00	
	14a. Excess on Previous Pymt.								
	14b. Excess on this Payment								
15. Code for Participation Enter Code in each Column							R	R - V	

CODE LEGEND R or 1—Regular (Federal, State, and County) S or 2—Non-County, Non-Federal (State Pays All) X or 3—Non-Federal (State and County Only) N or 4—Non-County (State and Federal Only) If status is "N" or "S" also enter date County participation begins in Item 15. In case of vendor pay add "V" after code

16. REMARKS: Payment to recipient-patient \$15
 Payment to institution on behalf of recipient-patient \$80
 Institution - Los Angeles County General Hospital
 Reason for Discontinuance
 CODE _____

17. TYPE 1100 N. Mission Road
☐ A. NEW—Date of application Los Angeles, California
 If transfer, former county _____
 (Make no entry in Column 5. Complete Item 19 when applicable.)
☐ B. RESTORATION—Date requested _____
 (Complete Items 18 or 19 when applicable. Make no entry in Column 5.)
 Former County _____ (Complete if applicable.)
☐ C. ADDITIONAL PAYMENT for current or past month. (Use Columns 1, 2, 3, or 4.)
☐ D. DISCONTINUANCE, effective date _____
 (Complete Column 5; also enter code in Item 16.)
☐ E. APP. OR REST. DENIED (State reason in Item 16.)
☐ F. INCREASE in continuing grant (Complete Columns 5 and 6.)
☐ G. DECREASE in continuing grant (Complete Columns 5 and 6.)
☐ H. SUSPENSION (Warrants held from _____)
☐ I. RETROACTIVE DECREASE (warrant held and cancelled.)
☐ J. PARTICIPATION STATUS CHANGE
☐ K. TRANSFER FROM ☐ ANB to ☐ APSB or ☐ APSB to ☐ ANB
 (Complete transfer reason under Item No. 16.)
☒ L. Vendor Payment

18. Restored after discontinuance because in a public institution? No _____ Yes _____ If yes, date of release _____
 If "Yes" was automatic restoration authorized? No _____ Yes _____ Date _____

19. ☐ Erroneous Denial Date _____, ☐ Erroneous Disc. Date _____, ☐ Appeal Date filed _____

20. I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:

- (a) The above-named is entitled to ☐ ANB ☐ APSB in amounts specified above

(b) Payment of ☐ ANB ☐ APSB as specified above is authorized in accord with appeal decision.

(c) The application or request for restoration for ☐ ANB ☐ APSB is denied for the reason stated in Item 16.

(d) The payee is not entitled to ☐ ANB ☐ APSB beyond the date specified in 17D above for the reason stated in Item 16.

Signature of Social Worker _____ Date _____ Signature of Social Work Supervisor or Director _____ Date _____
 Approved by the County of _____ Authorized Signature _____

AUTHORIZATION TO F. I., DENY, SUSPEND, OR DISCONTINUE AID TO THE BLIND

1. DATE _____ 2. COUNTY _____ CO # _____ ST # _____
 3. NAME _____ 4. CHANGE NAME FROM: _____
 ADDRESS _____

TYPE OF AID	☐ ANB	☐ APSB	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
PAYMENT DATA FOR MONTHS SPECIFIED BELOW			SUPPLEMENTAL PAYROLL				LAST AUTHORIZATION	NEW AUTHORIZATION	ACCOUNTING USE ONLY
6. Effective—Month—Day—Year								12-1-55	
7. Total Need								330.00	
8. Total Income (see Item #16)								35.00	
9. Need Minus Income								295.00	
10. Entitled to Receive @ Rate of								95.00	
11. Net Overpayment in Adjustment Period (Specify in Item 16)								-0-	
11a. Difference Between 10 and 11								95.00	
12. Amount Previously Authorized									
13. Amount to be Paid								95.00	
MANUAL SEC. B.663	14. Total Federal Excess							40.00	
	14a. Excess on Previous Pymt.								
	14b. Excess on this Payment								
15. Code for Participation Enter Code in each Column								R - V	

CODE LEGEND R or 1—Regular (Federal, State, and County) S or 2—Non-County, Non-Federal (State Pays All) X or 3—Non-Federal (State and County Only) N or 4—Non-County (State and Federal Only) If status is "N" or "S" also enter date County participation begins in Item 15. Add "V" after code if vendor payment.

16. REMARKS: Payment to recipient - -0-
 Payment to Public Medical Institution on behalf of recipient - \$95
 Institution - Sacramento County Hospital
 Stockton, Boulevard
 Reason for Discontinuance
 CODE _____

17. TYPE _____ Sacramento, California

☒ A. NEW—Date of application _____
 If transfer, former county _____
 (Make no entry in Column 5. Complete Item 19 when applicable.)

☐ B. RESTORATION—Date requested _____
 (Complete Items 18 or 19 when applicable. Make no entry in Column 5.)
 Former County _____ (Complete if applicable.)

☐ C. ADDITIONAL PAYMENT for current or past month. (Use Columns 1, 2, 3, or 4.)

☐ D. DISCONTINUANCE, effective date _____
 (Complete Column 5; also enter code in Item 16.)

☐ E. APP. OR REST. DENIED (State reason in Item 16.)

☐ F. INCREASE in continuing grant (Complete Columns 5 and 6.)

☐ G. DECREASE in continuing grant (Complete Columns 5 and 6.)

☐ H. SUSPENSION (Warrants held from _____)

☐ I. RETROACTIVE DECREASE (warrant held and cancelled.)

☐ J. PARTICIPATION STATUS CHANGE

☐ K. TRANSFER FROM ☐ ANB to ☐ APSB or ☐ APSB to ☐ ANB
 (Complete transfer reason under Item No. 16.)

☒ L. Vendor Payment
 If yes, date of release _____

18. Restored after discontinuance because in a public institution? No _____ Yes _____
 If "Yes" was automatic restoration authorized? No _____ Yes _____ Date _____

19. ☐ Erroneous Denial Date _____, ☐ Erroneous Disc. Date _____, ☐ Appeal Date filed _____

20. I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:

- (a) The above-named is entitled to ☐ ANB ☐ APSB in amounts specified above

(b) Payment of ☐ ANB ☐ APSB as specified above is authorized in accord with appeal decision.

(c) The application or request for restoration for ☐ ANB ☐ APSB is denied for the reason stated in Item 16.

(d) The payee is not entitled to ☐ ANB ☐ APSB beyond the date specified in 17D above for the reason stated in Item 16.

Signature of Social Worker _____ Date _____ Signature of Social Work Supervisor or Director _____ Date _____
 Approved by the County of _____ Authorized Signature _____ Date _____

AUTHORIZATION TO F., DENY, SUSPEND, OR DISCONT. E AID TO THE BLIND

1. DATE _____ 2. COUNTY _____ CO # _____ ST # _____
 3. NAME _____ 4. CHANGE NAME FROM: _____ ADDRESS _____

TYPE OF AID ☐ ANB ☐ APBS COLUMNS 1 COLUMNS 2 COLUMNS 3 COLUMNS 4 COLUMNS 5 COLUMNS 6 COLUMNS 7

PAYMENT DATA FOR MONTHS SPECIFIED BELOW
 SUPPLEMENTAL PAYROLL LAST AU. THORIZA- TION NEW AU. THORIZA- TION ACCOUNTING USE ONLY

6. Effective—Month—Day—Year	7. Total Need	8. Total Income (see Item #16)	9. Need Minus Income	10. Entitled to Receive @ Rate of	11. Net Overpayment in Adjustment Period (Specify in Item 16)	11a. Difference Between 10 and 11	12. Amount Previously Authorized	13. Amount to be Paid	14. Total Federal Excess	14a. Excess on Previous Pymt.	14b. Excess on this Payment	15. Code for Participation	16. REMARKS:
12-1-55	315.00	10.00	305.00	95.00	-0-	95.00	85.00	95.00	40.00			N - V	Payment to recipient - \$5 Payment to public medical institution on behalf of recipient-patient - \$90 Institution - Veteran's Home of California Yountville, California
													FOR ITEM #15. (State and Federal Only) If status is "N" or "S" also enter date County participation begins in Item 15. Add "V" after code if vendor payment.

16. REMARKS: CODE LEGEND R or 1—Regular (Federal, State, and County) S or 2—Non-County, Non-Federal (State Pays All) X or 3—Non-Federal (State and County Only) N or 4—Non-County
 17. TYPE A. NEW—Date of application If transfer, former county (Make no entry in Column 5. Complete Item 19 when applicable.) B. RESTORATION—Date requested (Complete Items 18 or 19 when applicable. Make no entry in Column 5.) C. ADDITIONAL PAYMENT for current or past month. (Use Columns 1, 2, 3, or 4.) D. DISCONTINUANCE, effective date (Complete Column 5; also enter code in Item 16.)
 18. Restored after discontinuance because in a public institution? Yes ☒ No ☐
 If "Yes" was automatic restoration authorized? Yes ☐ No ☐
 Date _____ Date _____
 19. ☐ Erroneous Denial Date _____
 20. I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:
 (a) The above-named is entitled to ☐ ANB ☐ APBS in amounts specified above
 (b) Payment of ☐ ANB ☐ APBS as specified above is authorized in accord with appeal decision.
 (c) The application or request for restoration for ☐ ANB ☐ APBS is denied for the reason stated in Item 16.
 (d) The payee is not entitled to ☐ ANB ☐ APBS beyond the date specified in 17D above for the reason stated in Item 16.

E. APP. OR REST. DENIED (State reason in Item 16.)
 F. INCREASE in continuing grant (Complete Columns 5 and 6.)
 G. DECREASE in continuing grant (Complete Columns 5 and 6.)
 H. SUSPENSION (Warrants held from _____)
 I. RETROACTIVE DECREASE (warrant held and cancelled.)
 J. PARTICIPATION STATUS CHANGE
 K. TRANSFER FROM ☐ ANB to APBS or ☐ APBS to ANB (Complete transfer reason under Item No. 16.)
 L. Vendor, If yes, date of release
 Yes ☒ No ☐
 Date _____
 19. ☐ Erroneous Denial Date _____
 20. I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:
 (a) The above-named is entitled to ☐ ANB ☐ APBS in amounts specified above
 (b) Payment of ☐ ANB ☐ APBS as specified above is authorized in accord with appeal decision.
 (c) The application or request for restoration for ☐ ANB ☐ APBS is denied for the reason stated in Item 16.
 (d) The payee is not entitled to ☐ ANB ☐ APBS beyond the date specified in 17D above for the reason stated in Item 16.

Signature of Social Worker _____ Date _____
 Signature of Social Work Supervisor or Director _____ Date _____

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

W41C 2140, 2160, 2160.1,
2160.2, 2160.3, 2160.4

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 28, 1955

DEPARTMENT BULLETIN NO. 517 (OAS)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: Eligibility to OAS of
Patients in Public
Medical Institutions

Sections 2160 and 2160.5 of the Welfare and Institutions Code have been amended and Sections 2160.1, 2160.2, 2160.3, and 2160.4 added by Chapter 1719, Statutes of 1955 (AB 3301). These amendments and additions which are operative October 1, 1955, provide:

"2160. Aid shall be granted under this chapter to any person who comes within all of the following descriptions:

"(a)

"(b)

"(c)

"(d)

"(e) Who is not cared for under a contract for a period of time exceeding one month; provided, however, that during such times as the federal statutes or rules and regulations of the Federal Security Agency provided for federal sharing, all persons cared for under such a contract may be granted assistance for their personal and incidental expenses not to exceed ten dollars (\$10) per month if the contract does not specifically provide for this need; provided further, that during such time as the additional federal funds made available for that purpose by federal legislation enacted in 1952 remain available, all persons cared for under a contract mentioned in the last preceding clause of this subdivision may be granted assistance for their personal and incidental expenses not to exceed fifteen dollars (\$15) per month in lieu of the ten-dollar (\$10) grant authorized by said last preceding clause, if the contract does not specifically provide for this need.

"(f) Who is not receiving adequate support from a husband or wife, or child able and responsible under the laws of this State to furnish such support; free board and lodging supplied to an applicant, because of his necessity, by a friend or relative who is not responsible for his support, shall not be grounds for refusing aid;

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

"(g) Who has not made any voluntary assignment or transfer of property for the purpose of qualifying for such aid.

"(h) Who is not a patient in a public institution for tuberculosis or mental disease.

"(i) Who is not a patient in a public medical institution as the result of a diagnosis as having tuberculosis or psychosis.

"(j) Who is not an inmate of a public institution of a custodial (nonmedical), penal or correctional character.

"(k) Who is not an inmate of a federal medical institution.

"2160.1. Any patient or inmate of a public institution who is not qualified for aid because of the provisions of subsections (h), (i), (j), or (k) of Section 2160 may make application for aid under this chapter and have his application investigated and acted upon without delay, in the same manner as applications of other persons are acted upon, while he is such a patient or inmate, and, if he is otherwise qualified under the terms of this chapter, such application shall be approved. The applicant may remain a patient or inmate of such institution until he receives his first monthly payment, whereupon he shall leave the institution.

"2160.2. For the purposes of this chapter, an applicant for or recipient of aid under this chapter who is an inmate and patient in a state institution shall be deemed to be a person who has no county residence as provided in this chapter for such time as he remains an inmate and patient in a state institution.

"2160.3. When a recipient has been a patient in a public medical institution for two calendar months, and it appears that he will remain a patient therein, part of the aid granted shall be paid to the institution for medical or remedial care in behalf of the patient.

"When a patient in a public medical institution who meets all of the eligibility requirements for aid applies for aid and it appears that he will remain a patient therein, part of the aid granted shall be paid to the institution for medical or remedial care in behalf of the patient.

"When an applicant or recipient leaves a public medical institution during the month, aid shall be paid directly to the recipient for the full month unless his application was filed during that month, in which case aid shall be granted to him from the first day of the month in which the determination is made that he is eligible, but in no event shall aid commence prior to the date of application.

"Nothing in this section shall be construed to prevent the applicant or recipient from exercising his free choice to leave the institution at any time.

"2160.4. The board of supervisors shall determine how much of the aid the applicant or recipient is entitled to be paid and how much shall be paid in his behalf for his care in the institution. Such determination shall be made in accordance with the standards and limits established by the State Social Welfare Board.

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

"The allowance to the recipient shall be solely for personal and incidental expenses and shall be at least ten dollars (\$10) but not to exceed fifteen dollars (\$15) per month.

"Notwithstanding any other provision of this chapter, all payments for medical care in a public medical institution in behalf of recipients of aid under this chapter shall be paid by the county directly to the governmental agency furnishing the care, and shall not be paid in advance of the furnishing of the care.

"No claim shall be paid to any county under this section when reimbursement is claimed for any former recipient of aid to needy blind pursuant to Section 3044.1 of this code.

"2160.5. Aid shall be granted to any person who is an inmate of a home or institution maintained by any fraternal, benevolent, or other nonprofit organization if the organization has not been paid for the life care and maintenance of the person through assessment of or dues of said inmate or otherwise, whether or not the person has agreed or promised to pay for his maintenance in the event that he receives any pension, bequest, devise, or other inheritance.

"The county from which such inmate came to such home shall, for the purpose of this section, be considered the residence of such inmate to grant such aid.

"This act shall become operative on the first day of the first calendar month next succeeding its effective date, unless its effective date is on the first day of a calendar month, in which case this act shall become operative on its effective date."

* * * * *

Section 2160.7, Welfare and Institutions Code, is repealed as of October 1, 1955. Section A-990, OAS Manual of Policies and Procedures, "Subvention for Hospital or Infirmary Care," is repealed.

The above-quoted amendments and additions to the Old Age Security Law are directed toward securing better medical care for certain aged persons, who meet the eligibility requirements for aid and whose greatest current need is for medical care, by making provision for payment of a part of the grant to a public institution if the needed medical care is being received in such an institution. The amended law provides that OAS shall be granted if the individual is otherwise eligible and that a part of the grant shall be paid to the individual for personal and incidental expenses and a part shall be paid to the medical institution as payment for the medical care rendered. There are, however, some exceptions which are defined in Item I of this bulletin.

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

CONTENT OF DEPARTMENT BULLETIN NO. 517
Effective September 7, 1955
Operative October 1, 1955

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CONTINUATION SHEET
 OR FILING ADMINISTRATIVE REGULATION
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

I. PERSONS IN PUBLIC INSTITUTIONS WHO ARE INELIGIBLE TO RECEIVE OAS

OAS shall be discontinued at the end of the month in which the person enters a public institution if:

- A. The institution is maintained for the exclusive purpose of treating persons suffering from tuberculosis or mental disease.
- B. The person is a patient in any public medical institution as a result of a diagnosis of tuberculosis or psychosis.
- C. The person is an inmate of a public institution of a custodial, penal or correctional character, or an inmate of a public medical institution in a unit which is not licensed by the State Department of Public Health. (For exception see Item IX for inmates who are patients in certain State Institutions.)
- D. The public medical institution is maintained and operated by the Federal Government.

Such a person may, however, make application for OAS. If investigation establishes eligibility, payment of aid is authorized. The applicant may remain in the institution until he receives his first monthly warrant. (See relevant portions of Manual Section A-920, Eligibility While in a Public Institution.) Further payment is not made unless he leaves the institution or is transferred to a "public medical unit or institution" where he becomes a "patient." (See II, A, 1 and 2 below.)

II. PATIENTS IN PUBLIC MEDICAL INSTITUTIONS WHO ARE ELIGIBLE TO RECEIVE OAS

An aged person (except as listed in Item I above) who is a "patient" in a "public medical institution" shall be granted OAS, if otherwise eligible. The term "public medical institution" is limited to those public hospitals which are licensed by the State Department of Public Health, i.e., county, city and district hospitals, and to the medical unit of some state institutions. Private hospitals which operate under contract with the county are not included.

A. Definitions

1. Patient

- (a). The person is receiving planned, continuing medical treatment, including physician's services and nursing care directed toward improvement in health; or is receiving medical treatment for an illness for which medical measures are required though improvement in health or recovery cannot be expected.
- (b). The person is not involuntarily detained by legal process other than quarantine requirements.

2. Public Medical Institution - A public medical institution is one which is licensed by the State Department of Public Health*

*Exception: Veterans Home of California
 (See Item IX).

DEPARTMENT BULLETIN NO. 517 (OAS)
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CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

It is the responsibility of the county welfare department to develop a plan whereby patients in public medical institutions are given a full interpretation of the change in the law and of their right to make application, reapplication, request restoration, or continuance of OAS. A properly acted upon application or request for restoration is required in every instance prior to payment to the medical institution on behalf of the recipient.

B. New Application, Reapplication or Request for Restoration

If a patient wishes to apply for, or request restoration of OAS, the county welfare department shall secure the signed application (Form AG 200), or request for restoration, in the medical institution. Determination of eligibility and continued eligibility is the responsibility of the county welfare department. The investigation is completed and action taken without delay in the same manner as for all applications and request for restoration. (See Section V, Authorization for Aid.)

C. Continuance of OAS

A recipient who enters a "public medical institution" as a "patient" is eligible to receive aid for two calendar months in the full amount to which he is eligible. If he remains a patient, see Item IV - Division of Grant Between Recipient and Medical Institution - for payment after the first two months of hospitalization.

III. AMOUNT OF AID TO BE GRANTED ELIGIBLE PATIENTS

The amount of aid to be granted an eligible patient who has no income is the maximum (\$85 a month).

The amount of aid to be granted an eligible patient who has income is dependent upon the amount of income. However, consideration is given to the total need of the patient which includes the cost of medical care in the institution, special need for medical care as defined in Manual Section A-1260, if not provided by the medical institution, plus \$13.50 for personal and incidental expenses.

IV. DIVISION OF PAYMENT BETWEEN RECIPIENT AND MEDICAL INSTITUTION

A. Payment to the Recipient-Patient in the Institution

That portion of the grant which is payable to a patient in a public medical institution is made monthly in advance. The amount of the grant payable to a patient who has no income is \$13.50 a month for personal and incidental expenses, while he remains a patient in a public medical institution.

The amount of grant payable to a patient who has income is dependent upon the amount of his income. If his income is less than \$13.50 a month, the amount needed for personal and incidental expenses, the payment to him shall be in an amount which, when added to his income, equals \$13.50. If

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his income is \$13.50 or more, no portion of the payment will be made to him. However, he shall be permitted to retain sufficient of his income to meet his \$13.50 need for personal and incidental expenses and whatever additional portion of his income is needed by him to meet any special need for medical care not furnished by the institution.

The following examples will illustrate the method for determining the amount of OAS to be granted to an eligible applicant, and the division of the grant between the patient and the institution:

Example A

	<u>Need</u>	<u>Income</u>
Cost of medical care in the institution	\$300.00	None
Personal and incidental expenses	<u>13.50</u>	
Total need	313.50	
Income	none	
Deficit	313.50	
Authorized OAS Grant	85.00	
Amount payable to recipient-patient	13.50	
Amount payable to the institution on behalf of recipient-patient	71.50	

Example B

	<u>Need</u>	<u>Income</u>
Cost of medical care in the institution	\$300.00	Retirement Pension \$35.00
Personal and incidental expenses	13.50	
Payment on dentures	<u>15.00</u>	
Total need	328.50	
Income	35.00	
Deficit	<u>293.50</u>	
Authorized OAS grant	85.00	
Amount payable to recipient-patient	none	
Amount payable to the institution on behalf of recipient-patient	85.00	

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 WITH THE SECRETARY OF STATE
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(In example B the recipient-patient will receive no part of the grant; however, he shall be permitted to retain from his monthly income not less than \$13.50 for personal and incidental expenses, in addition to that amount which is necessary to make the required payment on the dentures. The institution will receive payment in the amount of \$85 after the end of the month for which the medical care was given.)

Example C

	<u>Need</u>		<u>Income</u>
Cost of medical care in the institution	\$300.00	Contribution Responsible Relative	\$10.00
Personal and incidental expenses	13.50		
Total need	313.50		
Income	10.00		
Deficit	303.50		
Authorized OAS grant	85.00		
Amount payable to recipient-patient	3.50		
Amount payable to the institution on behalf of the recipient-patient	81.50		

(In example C the recipient has only \$10 with which to meet his personal and incidental expenses; therefore, he will receive a warrant on the first of each month in the amount of \$3.50; the medical institution will receive \$81.50 payable after the end of the month as payment for the medical care provided by the institution.)

Example D

	<u>Need</u>		<u>Income</u>
Cost of medical care in the institution	\$300.00	OASI	\$30.00
Personal and incidental expenses	13.50		
Payment on hearing aid	20.00		
Total need	333.50		
Income	30.00		
Deficit	303.50		
Authorized OAS grant	85.00		
Amount payable to recipient-patient	none		
Amount payable to institution on behalf of recipient-patient	85.00		

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OR FILING ADMINISTRATIVE REGULATION
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(Pursuant to Government Code Section 11380.1)

(In example D the recipient has only \$30 income with which to meet his need of \$13.50 for personal and incidental expenses, and his need for the required payment on the hearing aid. However, he will receive no part of the grant, but shall be permitted to retain his monthly income. The grant of \$85 is payable to the institution on the recipient's behalf for needed medical care rendered by the institution.)

It is to be noted from the above examples that a combination of the grant and income to the amount of \$13.50 shall be allowed in all instances for personal and incidental expenses.

B. Payment If Recipient-Patient is Discharged or Otherwise Leaves the Medical Institution

The medical institution is required to notify the county welfare department immediately if a patient, on whose behalf OAS is being paid to the institution, leaves voluntarily or is discharged.

If the individual is discharged or otherwise leaves the public medical institution during the month, the balance of the grant to which he was eligible on the first of that month shall be paid to the recipient.

C. Payment if Recipient is Readmitted to the Medical Institution

If a recipient is readmitted to the medical institution as a patient because of the same ailment, and within 10 days from the date of discharge, the provisions for Division of Payment Between the Patient and the Medical Institution set forth herein are applicable beginning with the first of the month following the date of readmittance to the medical institution.

If a patient is readmitted to the medical institution for a different ailment, he is entitled to aid in the full amount to which he is eligible for two calendar months following the date of the readmittance.

D. Payment if Recipient-Patient Dies

The medical institution is required to notify the county welfare department immediately if the patient dies.

Whether an eligible patient dies on or after the first day of the month, OAS shall be paid for the full month. The warrant for the balance of the month is made payable to the decedent or the executor or administrator of his estate, or to whomever the California Probate Code designates as the proper party to receive monies belonging to the decedent's estate. (See Manual Section F-310, C, 2, Payments Upon Death of a Recipient.)

E. Payment to the Public Medical Institution on Behalf of the Recipient-Patient

That portion of a recipient-patient's grant which is to be paid to the public medical institution on his behalf for care rendered shall not be payable until after the end of the month for which the care was rendered.

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

There is no provision for payment of any portion of the grant to the medical institution during the first two calendar months of hospitalization; neither is there provision for payment to the institution for any part of the month in which the recipient is no longer a patient, i.e., leaves the institution, dies, or is transferred to a unit for custodial or infirmary care.

For a patient who has no income, and whose need is for medical care in a public medical institution, the amount payable to the institution rendering the medical care is \$71.50 a month.

For a patient who has income, the portion of the grant payable to the medical institution rendering care is dependent upon the individual's income. (See examples in Item A of this section.)

V. AUTHORIZATION FOR AID

OAS shall be authorized by the board of supervisors or its delegated agent for the aged patient in a public medical institution who makes application or requests restoration and is otherwise eligible, in the total amount to which the patient is found eligible. The beginning date of aid is governed by the provisions of Section A 1302, Old Age Security manual.

Likewise, authorization is required for the patient for whom there is to be division of the grant between the patient and the medical institution after the first two months of hospitalization.

The authorization document - Form Ag 278 - shall be used to show that a grant or continuance of OAS has been authorized. The instructions contained in Manual Section A 1320 are applicable in general with the following exceptions:

The code letter "V" (to indicate vendor payment) will be entered in Item 15 - Code for Participation - following the regularly required code letter.

In the "Remarks" section, Item 16, will be entered the breakdown of the payment to show that portion of the grant which is to be paid to the recipient-patient and that portion which is to be paid to the institution on behalf of the recipient.

Also in the "Remarks" section, Item 16, will be entered the name and address of the medical institution to which payment is to be made.

In Item 17 a new item will be entered entitled "K." Vendor Payment.

If the case is a continuing one and there is to be any change in the amount of the total grant, such change will be indicated by a check in the appropriate item.

CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

VI. NOTIFICATION TO RECIPIENT-PATIENT AND TO PUBLIC MEDICAL INSTITUTION

Each patient in a public medical institution who makes application for aid, or a request for restoration shall be notified of the action taken by use of Form Ag 239. Also any patient for whom aid is to be continued after two months hospitalization shall be notified that aid is to be continued. If aid is authorized, Form Ag 239 shall show the distribution to be made between the recipient and the medical institution. The public medical institution is also to be notified if aid is authorized.

VII. CERTIFICATION BY PUBLIC MEDICAL INSTITUTION OF PATIENT STATUS

A completed Certification of Patient Status in a Public Medical Institution is required for each OAS recipient for each month during which the recipient is a patient in a public medical institution. This certification is used by the county in its determination that payment is to be made on behalf of the recipient to the institution as authorized for medical care rendered an eligible patient-recipient. It is to be completed by a responsible official of the public medical institution and submitted to the county welfare department within 15 days after the close of the month for which care was rendered, for inclusion in the case record for the individual or cross reference in the case record to such certification filed elsewhere in the county welfare office.

Either of the two following methods of certification shall be used:

1. A separate completed form (AB 236 A) shall be submitted for each patient after the close of each month for whom medical care was rendered during the full month
- or
2. Form AB 236 B shall be submitted after the close of each month listing the patients for whom medical care was rendered during the full month.

VIII. MEDICAL INSTITUTIONS LICENSED BY STATE DEPARTMENT OF PUBLIC HEALTH

A list of public medical institutions currently licensed by the State Department of Public Health is attached to this bulletin, and the State Department of Public Health will submit to the State Department of Social Welfare and to the county boards of supervisors a list of the currently licensed public medical institutions at the end of each calendar year. Any beds which are maintained for tuberculosis, psychopathic or custodial cases are identified by building or ward designation. Amendments during the year will be submitted to the individual county concerned.

IX. OTHER PUBLIC MEDICAL INSTITUTIONS

In addition to those public medical institutions which are licensed by the State Department of Public Health, there are certain state institutions, such as the Veterans Home of California, which are operated for other than mental illness, and in which a patient in a medical unit is qualified for OAS if otherwise eligible. Aid is payable on a noncounty basis for such time as the inmate remains a "patient" in the "medical" unit of such state institution.

CONTINUATION SHEET
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(Pursuant to Government Code Section 11380.1)

X. RESPONSIBILITY FOR APPLICATION OR REQUEST FOR RESTORATION WHILE A PATIENT
IN A STATE INSTITUTION

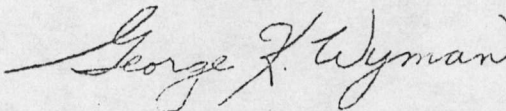
If the institution is located in the county in which the patient had residence at the time of admittance to the institution, that county has responsibility for taking and processing the application or request for restoration and for payment of aid as set forth in this bulletin.

If the institution is located in a county other than that in which the patient has residence, the county welfare department of the county in which the institution is located shall take the application or request for restoration on behalf of the responsible county. The county in which application is made shall interview the applicant and give all necessary assistance in the establishment of eligibility.

The county of residence is responsible for the usual determination of eligibility and for completion of the authorization document and other required forms and for payment of aid; also for the payment of any fees required in connection with the determination of eligibility.

The provisions of this bulletin supersede any sections or portion of sections of the Old Age Security Manual of Policies and Procedures which are in conflict herewith. Appropriate manual sections will be amended as soon as possible to bring them into conformity.

Very truly yours,



George K. Wyman
Director

Attachments

DO NOT WRITE IN THIS SPACE

Department of Social Welfare

To: County Welfare Department

Name of
Institution _____

Operated by _____
Unit of Government

County _____

County No. _____ State No. _____

This is to Certify, That

Name of Recipient-Patient	Home Address
---------------------------	--------------

received care as a patient in this medical institution during the month of _____
19__, at a cost of \$_____. His medical status was as follows:

1. Tuberculosis or Mental disease The patient is ☐ in this institution
 is not ☐ because of tuberculosis or mental disease

2. Ward and building (if only one building specify ward only which is licensed by the State Dept. of Public Health as a medical ward or unit) Patient is hospitalized as designated below: Ward _____ and Building _____

OR

3. Patient was discharged or left voluntarily ☐ _____ Date

4. Patient died ☐ _____
Date

Signature _____

Title _____

Date _____

(This certification must be submitted not later than the 15th of the month following the month in which medical care was rendered)

DO NOT WRITE IN THIS SPACE

Department of Social Welfare

(Name of Institution)

(Unit of Government)

(County)

MEDICAL CARE PROVIDED DURING _____, _____
(Month) (Year)

1	2	3	4		5	6
NAME AND ADDRESS OF RECIPIENT - PATIENT	STATE NUMBER	COUNTY NUMBER	LOCATION OF PATIENT		COST OF CARE (PER MO.)	REMARKS
			BUILDING	WARD		

I certify that the above-listed persons have received medical care as patients in this medical institution during the full calendar month indicated and are not in this institution because of tuberculosis or mental disease.

(Signature)

(Date)

(Title)

(Forward not later than 15th of month following the month care is provided.)

AUTHORIZATION TO PAY, DENY, SUSPEND, OR DISCONTINUE OLD AGE SECURITY

1. DATE _____ 2. COUNTY _____ CO # _____ ST # _____
 3. NAME _____ 4. CHANGE NAME FROM: _____
 5. ADDRESS _____

PAYMENT DATA FOR MONTHS SPECIFIED BELOW	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
	SUPPLEMENTAL PAYROLL				LAST AUTHORIZATION	NEW AUTHORIZATION	ACCOUNTING USE ONLY
6. Effective—Month—Day—Year						12-1-55	
7. Total Need						313.50	
8. Total Income (see Item #16)						0	
9. Need Minus Income						313.50	
10. Entitled to Receive @ Rate of						85.00	
11. Net Overpayment in Adjustment Period (Specify in Item 16)						0	
11a. Difference Between 10 and 11						85.00	
12. Amount Previously Authorized					85.00		
13. Amount to be Paid						85.00	
14. Total Federal Excess					30.00	30.00	
14a. Excess on Previous Pymt.							
14b. Excess on this Payment							
15. Code for Participation Enter Code in each Column					R	R - V	

CODE LEGEND R or 1—Regular (Federal, State, and County) S or 2—Non-County, Non-Federal (State Pays All) X or 3—Non-Federal (State and County Only) N or 4—Non-County (State and Federal Only) If status is "N" or "S" also enter date County participation begins in Item 15. Add "V" after code if Vendor Payment

16. REMARKS: Payment to recipient-patient - \$13.50
 Payment to institution on behalf of recipient-patient - \$71.50
 Institution Los Angeles County General Hospital
 1100 N. Mission Road
 Los Angeles, California

Reason for Discontinuance
CODE _____

17. TYPE
- ☐ A. NEW—Date of application _____
 If transfer, former county _____
 (Make no entry in Column 5. Complete Items 19 or 20 when applicable.)
- ☐ B. RESTORATION—Date requested _____
 (Complete Items 18, 19 and 20 when applicable. Make no entry in Column 5.)
 Former County _____ (Complete if applicable.)
- ☐ C. ADDITIONAL PAYMENT for current or past month. (Use Columns 1, 2, 3, or 4.)
- ☐ D. DISCONTINUANCE, effective date _____
 (Complete Column 5, also enter code in Item 16)
- ☐ E. APPLICATION OR RESTORATION REQUEST DENIED (State reason in Item 16.)
- ☐ F. INCREASE in continuing grant (Complete Columns 5 and 6.)
- ☐ G. DECREASE in continuing grant (Complete Columns 5 and 6.)
- ☐ H. SUSPENSION (Warrants held from _____)
- ☐ I. RETROACTIVE DECREASE (Warrant held and cancelled.)
- ☒ K. Vendor Payment
- ☐ J. PARTICIPATION STATUS CHANGE.
18. Restored after discontinuance because in a public institution? No _____ Yes _____ If yes, date of release _____
 If "Yes" was automatic restoration authorized? No _____ Yes _____ Date _____
19. ☐ Erroneous Denial Date _____, ☐ Erroneous Disc. Date _____, ☐ Appeal Date Filed _____
20. If restored following discontinuance because of employment, enter date of written request for restoration _____, and check one:
☐ Eligibility Established: ☐ Conditional Restoration, Presumptive Eligibility
- I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:
- ☐ (a) The above-named is entitled to Old Age Security in amounts specified above. ☐ (c) The Application or Request for Restoration is denied for the reason stated in Item 16.
- ☐ (b) Payment as specified above is authorized in accord with appeal decision. ☐ (d) The payee is not entitled to aid beyond the date specified in 17D above for the reason stated in Item 16.

Signature of Social Worker _____ Date _____ Signature of Social Work Supervisor or Director _____ Date _____
 Approved by the County of _____ Authorized Signature _____

AUTHORIZATION TO, PAY, DENY, SUSPEND, OR DISCONTINUE OLD AGE SECURITY

1. DATE _____ 2. COUNTY _____ CO # _____ ST # _____
 3. NAME _____ 4. CHANGE NAME FROM: _____
 5. ADDRESS _____

PAYMENT DATA FOR MONTHS SPECIFIED BELOW	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
	SUPPLEMENTAL PAYROLL				LAST AUTHORIZATION	NEW AUTHORIZATION	ACCOUNTING USE ONLY
6. Effective—Month—Day—Year						12-1-55	
7. Total Need						328.50	
8. Total Income (see Item #16)						35.00	
9. Need Minus Income						293.50	
10. Entitled to Receive @ Rate of						85.00	
11. Net Overpayment in Adjustment Period (Specify in Item 16)						0	
11a. Difference Between 10 and 11						85.00	
12. Amount Previously Authorized							
13. Amount to be Paid						30.00	
14. Total Federal Excess							
14a. Excess on Previous Pymt.							
14b. Excess on this Payment							
15. Code for Participation Enter Code in each Column						R - V	

CODE LEGEND R or 1—Regular (Federal, State, and County); S or 2—Non-County, Non-Federal (State Pays All); X or 3—Non-Federal (State and County Only); N or 4—Non-County (State and Federal Only). If status is "N" or "S" also enter date County participation begins in Item 11. Add "V" after code if Vendor Payment.

16. REMARKS: Payment to recipient - -0-
 Payment to public medical institution on behalf of recipient - \$85.00
 Institution - Sacramento County Hospital
 Stockton Blvd.
 Sacramento, California

Reason for Discontinuance
CODE _____

17. TYPE
- ☒ A. NEW—Date of application _____
 If transfer, former county _____
 (Make no entry in Column 5. Complete Items 19 or 20 when applicable.)

☐ B. RESTORATION—Date requested _____
 (Complete Items 18, 19 and 20 when applicable. Make no entry in Column 5.)
 Former County _____ (Complete if applicable.)

☐ C. ADDITIONAL PAYMENT for current or past month. (Use Columns 1, 2, 3, or 4.)

☐ D. DISCONTINUANCE, effective date _____
 (Complete Column 5, also enter code in Item 16)

☐ E. APPLICATION OR RESTORATION REQUEST DENIED (State reason in Item 16.)

☐ F. INCREASE in continuing grant (Complete Columns 5 and 6.)

☐ G. DECREASE in continuing grant (Complete Columns 5 and 6.)

☐ H. SUSPENSION (Warrants held from _____)

☐ I. RETROACTIVE DECREASE (Warrant held and cancelled.)

☒ K. Vendor Payment

☐ J. PARTICIPATION STATUS CHANGE.
18. Restored after discontinuance because in a public institution? No _____ Yes _____. If yes, date of release _____
 If "Yes" was automatic restoration authorized? No _____ Yes _____. Date _____
19. ☐ Erroneous Denial Date _____, ☐ Erroneous Disc. Date _____, ☐ Appeal Date Filed _____
20. If restored following discontinuance because of employment, enter date of written request for restoration _____, and check one:
☐ Eligibility Established: ☐ Conditional Restoration, Presumptive Eligibility
21. I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:
- ☐ (a) The above-named is entitled to Old Age Security in amounts specified above.

☐ (b) Payment as specified above is authorized in accord with appeal decision.

☐ (c) The Application or Request for Restoration is denied for the reason stated in Item 16.

☐ (d) The payee is not entitled to aid beyond the date specified in 17D above for the reason stated in Item 16.

AUTHORIZATION TO PA., DENY, SUSPEND, OR DISCONTINUE OLD AGE SECURITY

1. DATE _____ 2. COUNTY _____ CO # _____ ST # _____
 3. NAME _____ 4. CHANGE NAME FROM: _____
 5. ADDRESS _____

PAYMENT DATA FOR MONTHS SPECIFIED BELOW	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
	SUPPLEMENTAL PAYROLL				LAST AUTHORIZATION	NEW AUTHORIZATION	ACCOUNTING USE ONLY
6. Effective—Month—Day—Year						12-1-55	
7. Total Need						313.50	
8. Total Income (see Item #16)						10.00	
9. Need Minus Income						303.50	
10. Entitled to Receive @ Rate of						85.00	
11. Net Overpayment in Adjustment Period (Specify in Item 16)						0	
11a. Difference Between 10 and 11						85.00	
12. Amount Previously Authorized					75.00		
13. Amount to be Paid						35.00	
14. Total Federal Excess					20.00	30.00	
14a. Excess on Previous Pymt.							
14b. Excess on this Payment							
15. Code for Participation Enter Code in each Column					R	N - V	

MAN. SEC. A1320

CODE LEGEND R or 1—Regular (Federal, State, and County) S or 2—Non-County, Non-Federal (State Pays All) X or 3—Non-Federal (State and County Only) N or 4—Non-County (State and Federal Only) If status is "N" or "S" also enter date County participation begins in Item 15. Add "IV" after code if Vendor Payment

16. REMARKS: Payment to recipient - \$3.50
 Payment to public medical institution on behalf of recipient-patient - \$81.50
 Institution - Veteran's Home of California
 Yountville, California

Reason for Discontinuance
CODE _____

17. TYPE
- ☐ A. NEW—Date of application _____
 If transfer, former county _____
 (Make no entry in Column 5. Complete Items 19 or 20 when applicable.)
- ☐ B. RESTORATION—Date requested _____
 (Complete Items 18, 19 and 20 when applicable. Make no entry in Column 5.)
 Former County _____ (Complete if applicable.)
- ☐ C. ADDITIONAL PAYMENT for current or past month. (Use Columns 1, 2, 3, or 4.)
- ☐ D. DISCONTINUANCE, effective date _____
 (Complete Column 5, also enter code in Item 16)
- ☐ E. APPLICATION OR RESTORATION REQUEST DENIED (State reason in Item 16.)
- ☒ F. INCREASE in continuing grant (Complete Columns 5 and 6.)
- ☐ G. DECREASE in continuing grant (Complete Columns 5 and 6.)
- ☐ H. SUSPENSION (Warrants held from _____)
- ☐ I. RETROACTIVE DECREASE (Warrant held and cancelled.)
- ☐ K. Vendor Payment
- ☐ J. PARTICIPATION STATUS CHANGE.
18. Restored after discontinuance because in a public institution? No _____ Yes _____. If yes, date of release _____
 If "Yes" was automatic restoration authorized? No _____ Yes _____. Date _____
19. ☐ Erroneous Denial Date _____, ☐ Erroneous Disc. Date _____, ☐ Appeal Date Filed _____
20. If restored following discontinuance because of employment, enter date of written request for restoration _____, and check one:
☐ Eligibility Established: ☐ Conditional Restoration, Presumptive Eligibility
- I CERTIFY, That the above facts have been verified by investigation, that supporting evidence is on file in the County Office, is open to inspection by duly authorized State and Federal Representatives and that to the best of my knowledge and belief:
- ☐ (a) The above-named is entitled to Old Age Security in amounts specified above.
- ☐ (b) Payment as specified above is authorized in accord with appeal decision.
- ☐ (c) The Application or Request for Restoration is denied for the reason stated in Item 16.
- ☐ (d) The payee is not entitled to aid beyond the date specified in 17D above for the reason stated in Item 16.

Signature of Social Worker _____ Date _____ Signature of Social Work Supervisor or Director _____ Date _____
 Approved by the County of _____ Authorized Signature _____ Date _____

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
July 29, 1955

DEPARTMENT BULLETIN NO. 513 (OAS)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORSSubject: AB 1408
Adjustments and Collections

Chapter 875, Statutes of 1955 (AB 1408) adds Welfare and Institutions Code Section 103.3 which provides as follows:

"103.3. The provisions of this code relative to public assistance for which state grants-in-aid are made to the counties shall be administered fairly to the end that all persons who are eligible and apply for such public assistance shall receive the assistance to which they are entitled promptly, with due consideration for the needs of applicants and the safeguarding of public funds.

"(a) Any applicant for, or recipient or payee of, such public assistance shall be informed as to the provisions of eligibility and his responsibility for reporting facts material to a correct determination of eligibility and grant.

"(b) Any applicant for, or recipient or payee of, such public assistance shall be responsible for reporting accurately and completely within his competence those facts required of him pursuant to subdivision (a) and to report promptly any changes in those facts.

"(c) Any person who makes full and complete disclosure of those facts as explained to him pursuant to subdivision (a) is entitled to rely upon the award of the board of supervisors as being accurate, except that the county paying the aid shall be allowed a period of two months following the month of payment within which to adjust any errors or changes in amount of grant resulting from changes in income or need which occur too late to be reflected in the grant for the current month.

"(d) If any overpayment which results because of the failure to report facts in accordance with subdivision (b) is not adjusted within a period of two months following the month of overpayment, the person receiving the aid shall make restitution and all actions necessary to secure restitution may be brought against him.

"If the recipient or family is currently eligible in accordance with law and the rules of the State Social Welfare Board, collection of overpayments shall not be made through discontinuance or reduction of aid beyond the grant

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adjustment period permitted by subsection (c) except where the recipient or family at the time of determination of the overpayment possessed liquid assets sufficient to support himself or his family at the rate of the grant during the period of reduction or discontinuance thereof.

"(e) If it is found that a recipient or a family was possessed of property in excess of the amount permitted by law, and it is established that the recipient or family received such aid in good faith, honestly believing eligibility was properly established, the amount collectible shall be limited to an amount equal to the market value of the excess property or the amount of aid granted during the period the excess property was held, whichever is the lesser."

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 (Pursuant to Government Code Section 11380.1)

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I. DUTY OF COUNTY AND RESPONSIBILITY OF APPLICANTS AND RECIPIENTS

Responsibility rests upon the county to explain the eligibility requirements to applicants and recipients and to inform them of their responsibility to report facts material to determination of eligibility, and the amount of the grant. The applicant or recipient is obligated to report, to the best of his ability, those facts which are material to determination of his eligibility and the grant, as explained to him by the county; also to report promptly any changes in these facts. The applicant or recipient shall not be held responsible for any failure or mistake in reporting when such failure or mistake arises either from failure of the county to inform him regarding reporting or from misinformation given to him by the county. The county shall make a record of the reported facts, however reported.

Applicants and recipients will be able to carry out their responsibilities only if they have understanding. The county's responsibility for informing applicants and recipients of their responsibilities for reporting may be performed in a variety of ways. The explanation should be given both orally and in writing and be related to the individual's situation in language the person can understand. Repetition of explanation will help understanding and persons should be reformed at intervals.

Each county shall mail the attached "Important Notice to All Recipients of Old Age Security" by October 1, 1955, and when each initial warrant is mailed subsequently. A supply of this notice will be forwarded to each county prior to October 1, 1955.

Some additional devices which may be helpful in securing applicant and recipient understanding of their responsibilities are:

1. Explaining eligibility requirements orally and making colored pencil notations on the pertinent items of the applicant's copy of Form AG 200 at the time it is completed.
2. Giving each applicant a program brochure at the time of application.
3. Giving each recipient, periodically, a general or specific written statement of his responsibility.
4. Giving each recipient a statement as to how the amount of the grant is determined, emphasizing the need to report changes in need and income.
5. Making a personal contact (home or office) with each recipient within 30 days after the first warrant is delivered to explain eligibility and amount of grant responsibilities. (This device has proved most effective in some counties as the new recipient is more relaxed after receiving the first warrant and more able to grasp and retain an explanation.)
6. Sending periodic reminders with warrants using attention getting devices such as colored papers or inks.
7. Sending individualized letters to recipients regarding eligibility and need factors subject to change in their situation.
8. Giving each recipient a large manila envelope to file papers related to his grant for ready reference.

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9. Use of posters in waiting rooms.
10. Group meetings of new recipients (as in 5 above).
11. Explaining, orally or in writing, in a foreign language where understanding of English is a problem.
12. Providing persons with forms (listing possible changes in situations) for reporting changes of their actual situation, monthly or at other specified intervals.
13. Providing recipients with names of persons, days and hours available, to whom telephone reports can be made.
14. Providing recipients with self-addressed envelopes for reporting by mail.

Additional material to be prepared by SDSW may be distributed to applicant and recipient groups.

II. DECREASE OR DISCONTINUANCE BECAUSE OF CHANGE IN CONTINUING CIRCUMSTANCES

A. Decrease in Grant

The grant shall be decreased as soon as possible if a change in total need and/or income causes the amount of the grant together with the income to exceed the recipient's total need. A change in circumstances may require a grant decrease of \$2 or less. Such decrease shall be effective not later than the second month following that in which the changed circumstances were reported, except that no change need be made if the \$2 decrease would not continue beyond two months.

If the exact amount of income to be received in a given month is known in advance, or it is known in advance that a particular special need will no longer exist, any necessary decrease in the grant shall be made effective with the month in which such changed circumstances will occur.

Example 1: The county determines on October 10 that a recipient will receive his first \$20 monthly payment from an annuity in November. The income plus the current grant will exceed total need. The grant is decreased effective November 1.

Example 2: It is known in advance that a \$10 special need allowance must be deleted from the recipient's total need determination beginning May 1 because allowance for the full cost of the repair will have been made by that time. Any necessary adjustment in the grant shall be made effective May 1.

B. Discontinuance of Grant

The grant shall be discontinued as soon as possible after it becomes known that the recipient no longer meets the eligibility requirements. It shall be effective as of the last day of the month for which the last payment was made.

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III. INVESTIGATION OF OVERPAYMENTS

Whenever it appears that an overpayment may have occurred, the county shall determine whether overpayment actually occurred. If so, the following determination shall be made:

1. The period and amount of overpayment, and such portion, if any, which occurred after disclosure within the ability of the recipient, and such portion which occurred because the recipient failed to report the facts.
2. The eligibility or grant factor(s) which caused the overpayment.

If the overpayment occurred because of excess property and there was failure to report the facts, the county shall determine whether the facts were willfully withheld or misrepresented, or whether failure to report was due to the recipient's belief that they were immaterial to eligibility.

3. The extent to which the overpayment can be adjusted within the two months following overpayment (current adjustment period), and the amount of repayment to be demanded, if any. (See Sec. IX, Demand For Repayment.)

IV. DECREASE OR DISCONTINUANCE TO ADJUST FOR PAST OVERPAYMENT

Under certain circumstances the grant which a recipient is eligible to receive is decreased or discontinued to offset past overpayment. New W&IC Section 103.3 results in several basic changes in policies governing decrease or discontinuance of the grant of an eligible recipient to adjust for past overpayment. For purposes of comparison, differences between policies in effect prior to September 7, 1955, and the new policies are stated briefly as follows:

BASIC CHANGES IN ADJUSTMENT POLICIES

PRIOR TO SEPTEMBER 7, 1955

The grant is decreased or discontinued for one month only to adjust for overpayment in the two preceding months. The month for which aid is decreased or discontinued, and the two preceding months are known as the "current adjustment period."

The grant to which the recipient is currently eligible cannot be decreased or discontinued beyond the second month following a month of overpayment.

NEW

Adjustment for overpayment in any month is made, under most circumstances, by decreasing or discontinuing the grant for either or both of the two months immediately following the month of overpayment. The month of overpayment and the two months following are known as the "current adjustment period."

Aid may be decreased or discontinued beyond the two months following a month of overpayment to offset the amount of repayment due if (1) the right to demand repayment exists and (2) the recipient has liquid assets.

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After full disclosure of the facts, adjustment is made within the current adjustment period regardless of the reason for overpayment, but there is no right to demand repayment of any unadjusted balance of overpayment after the expiration of the month of adjustment.

If overpayment occurred after the recipient disclosed the facts material to a correct determination of basic eligibility, i.e., age, property, etc., the grant (if the recipient is currently eligible) is not changed to adjust for the overpayment, and there is no right to demand repayment.

V. OVERPAYMENT DUE TO CHANGE IN NEED AND/OR INCOME

Overpayment occurs when the amount of the grant together with the income received in a particular month exceeds total need for that month.

When determining total need for the particular month no consideration shall be given to needs which were not reported by the end of that month. The need must be reported by the end of that particular month, regardless of whether the cost is known. Exceptions:

The need shall be allowed for the month in which the changed circumstances occurred when the facts could not have been known or reported within the same month and were reported by the end of the following month. Such circumstances include:

The need arose too late in the month to give the recipient reasonable time to report within that month.

Infrequent mail service from isolated areas, etc.

Physical or mental incapacity, or other special circumstances, may have made it unreasonable to expect the recipient to report promptly. If report is made by him, or on his behalf, as soon as could reasonably be expected, the need shall be allowed for the months in which it existed.

The need in any particular month shall not be increased by carrying forward any deficiency between the total need in a previous month and the sum of the grant and the income in such previous month.

A. Overpayment Occurred After Disclosure of Facts, or Because Recipient Had No Knowledge of Facts.

The overpayment shall be adjusted by discontinuance and/or decrease for the two months following that in which it occurred, such overpayment being adjusted to the greatest extent possible in the first of these two months.

Example 3: A \$30 overpayment occurred in October. The recipient is otherwise eligible to receive \$65 in each of the months of November and December. The \$30 overpayment is adjusted by decreasing the November grant from \$65 to \$35. (If it is too late to make a change in the November grant, the December grant is reduced from \$65 to \$35.)

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Example 4: A \$60 overpayment occurred in October. The recipient is otherwise eligible to receive \$40 in each of the months of November and December. The \$60 overpayment is adjusted by discontinuing aid for November (adjusts \$40), and by restoring aid for December in the amount of \$20 (\$40--\$20) to adjust for the balance of the overpayment. (If it is too late to discontinue for November, aid for December is discontinued. There is no right to demand repayment of the unadjusted balance.)

Example 5: A \$60 overpayment occurred in October. The recipient is otherwise eligible to receive \$25 in November and December. Discontinue aid for November and for December. This adjusts \$50 of the overpayment. Restore the \$25 grant effective January 1. (There is no right to demand repayment of the \$10 unadjusted balance.)

In lieu of discontinuance and/or decrease the overpayment may be adjusted within the two months following the month of overpayment by a "current cash adjustment" (see F-400 B).

Example 6: A recipient who is receiving a \$60 grant was overpaid \$30 in October. In November, recipient repays the \$30 from his \$60 November grant (or from other income or assets). The \$30 repayment is a "current cash adjustment" and no change in the authorization for either November or December is made.

No grant adjustment (or collection) shall be made for any overpayment which occurred prior to the current adjustment period, and a grant adjustment to offset such overpayment shall not be extended beyond the current adjustment period.

B. Overpayment Resulted from Failure to Report Facts and Recipient Has No Liquid Assets

(If recipient has liquid assets, see Section X)

"Liquid assets" are those which are immediately available for support, such as cash on hand or in a bank, the market value of stocks and bonds, etc. They do not include the cash surrender value of insurance, the market value of household furnishings and personal effects, an automobile, or the market value of real property.

The full amount of overpayment is subject to repayment. The overpayment shall be adjusted to the fullest extent possible during the two months following a month of overpayment except that the amount adjusted shall not exceed the amount of overpayment which occurred within the current adjustment period. Demand shall be made for repayment of any unadjusted balance of overpayment.

Example 7: Facts reported by the recipient on May 3 show that income resulted in a \$25 monthly overpayment for the period January thru April, and that he is currently eligible to the \$60 grant he has been receiving. He has no liquid assets. Reduce the grant for June from \$60 to \$35 to adjust the \$25 April overpayment (the only month of overpayment which is still within a current adjustment period) and increase to \$60 effective July 1. Demand repayment of the \$75 unadjusted balance.

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VI. OVERPAYMENT DUE TO EXCESS PROPERTY

Overpayment occurs if the value of real or personal property exceeds the legal limitation on the first day of any month for which payment is made. The amount of aid paid for such months represents the amount of overpayment. The circumstances under which overpayment occurred govern the amount thereof which is subject to repayment, and the amount thereof, if any, which can be adjusted within the two months following overpayment.

A. Overpayment Occurred After Disclosure of Facts

The grant of a currently eligible recipient shall not be discontinued or decreased for any month to adjust for overpayment and there is no right to demand repayment.

Example 8: Recipient reports on October 11 that he received a \$3,000 inheritance on October 10. In error he received aid for November. He is again eligible on December 1 because the inheritance was used to buy a home. December aid is paid without regard to the overpayment in November.

B. Overpayment Resulted from Failure to Report Facts and Recipient Has No Liquid Assets

(If recipient has liquid assets, see Section X.)

1. Facts Were Purposely Withheld or Misrepresented

Rules as set forth in Section V-B of this bulletin apply.

Example 9: On December 10 it is determined that the recipient was ineligible to his \$70 grant because of excess property in October, November and December (total overpayment \$210). He is eligible to receive an \$85 grant beginning January 1. Aid is discontinued for January to adjust \$85 of the overpayment (the \$70 overpayment in November and \$15 of the overpayment in December). The balance of the overpayment occurring in December, \$55 (\$70 less \$15) is deducted from the amount otherwise payable for February. Demand is made for repayment of the \$70 overpayment in October.

2. Facts Were Not Reported Because They Were Believed to be Immaterial to Eligibility

The amount of overpayment which is subject to repayment is the market value of the excess property, or the aid paid during the period of ineligibility, whichever is lesser.

The excess personal property is the greatest amount by which personal property holdings, less encumbrances of record, exceeded \$1,200 during the period of ineligibility.

The market value of real property is the estimated sale value as determined by realtors or others in a position to know the sale value,

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less any encumbrances of record against the property. To determine the market value of excess real property, multiply the market value of all of the real property by the fraction which represents the excess assessed value (total net assessed value less \$3,500) over the total net assessed value of real property holdings.

Example 10: Recipient owns two pieces of property. Total assessed value after deducting encumbrances is \$3,800. The market value of the two pieces, after deducting encumbrances, is \$7,600. The market value of the excess property is $\frac{300}{3,800} \times \$7,600$, or \$600.

The amount to be adjusted within the two months following a month of overpayment shall be the highest amount of the excess property on any day within the month of overpayment, or the amount of aid granted for such month, whichever is lesser. Demand shall be made for repayment of any unadjusted balance of the repayment due for the total period of ineligibility.

Example 11: On December 22 the county discovers that a recipient, currently eligible to an \$85 grant, had excess personal property on the first of each of the months of September, October and November. The highest excess was reached on October 19 when the excess was \$75. This was reduced, and the highest excess in November was \$35 on November 16. Since January is a month of adjustment for overpayment in November, decrease the grant for January from \$85 to \$50 to adjust the \$35 excess in November (this amount is less than the aid granted for that month), an increase to \$85 effective February 1. Demand repayment of \$40, the unadjusted balance of the excess (\$75 minus \$35).

The adjustment months for two consecutive months of overpayment overlap; e.g., the adjustment months for October are November and December, and the adjustment months for November are December and January. If the facts are known in time to adjust in the overlapping month (and the following month if necessary) the highest excess during the two-month period of overpayment is the amount to be adjusted to the greatest extent possible. Demand is made for repayment of the difference between the adjusted amount and the highest excess during the total period of ineligibility. (If the total aid paid during the two consecutive months of overpayment is less than the excess property in this period, the adjustment is made on the basis of the amount of aid paid.)

Example 12: On November 20 the county learns that the recipient had excess personal property on the first of each of the months of May through November and will be currently eligible as of December 1, to an \$85 grant. The highest excess during the total period of ineligibility occurred on June 17, when it reached \$105. The highest excess in the two months still within a current adjustment period (October and November) was \$40, this occurring on October 7. Aid is decreased to \$45 for December (\$85 less \$40) and is increased to \$85 effective January 1. This adjusts for \$40 of the \$105 excess during the total period of ineligibility. Demand is made for repayment of the \$65 balance of repayment due.

VII. OVERPAYMENT FOR REASON OTHER THAN NEED, INCOME OR PROPERTY

The amount of aid paid during the period of ineligibility is the amount of overpayment.

A. Overpayment Occurred After Disclosure of Facts, or Because Recipient Had No Knowledge of Facts

The grant of a currently eligible recipient shall not be discontinued or decreased for any month following a month of overpayment, and there is no right to demand repayment.

B. Overpayment Resulted From Failure to Report Facts

Follow same procedure as for V, Item B.

VIII. SUMMARY FOR ADJUSTMENT OF OVERPAYMENT WITHIN THE CURRENT ADJUSTMENT PERIOD

The following chart summarizes the amount of overpayment set forth in Sections V, VI, and VII which is subject to adjustment by grant discontinuance and/or decrease within the current adjustment period:

THE RECIPIENT ↓	OVERPAYMENT FACTORS WERE:		
	INCOME OR NEED	EXCESS PROPERTY	OTHER FACTORS
Made full disclosure, or had no knowledge of facts, or was misinformed or not informed by the county.	The amount or overpayment within the current adjustment period. 1)	No adjustment 4)	No adjustment 7)
Purposely withheld or misrepresented the facts.	Same as in (1) above. 2)	The amount of overpayment within the current adjustment period. 5)	The amount of overpayment within the current adjustment period. 8)
Failed to report facts, believing them to be immaterial	Same as in (1) above. 3)	The amount of overpayment within the current adjustment period, or the excess property within this period, whichever is lesser. 6)	Same as in (8) above. 9)

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IX. DEMAND FOR REPAYMENT

The right exists to demand repayment if overpayment is due to failure of the recipient to report facts, unless he had no knowledge of the facts. The amount subject to repayment is governed by the particular factor which caused total ineligibility or caused too much aid to be paid to an eligible recipient. If overpayment was due to excess property, the recipient's reason for failure to report facts must be determined.

The following chart governs the determination of whether or not there is a right to demand repayment of amounts not adjusted within the current adjustment period, and the amount of repayment to be demanded:

THE RECIPIENT ↓	OVERPAYMENT FACTORS WERE:		
	INCOME OR NEED	EXCESS PROPERTY	OTHER FACTORS
Made full disclosure or had no knowledge of facts, or was misinformed or not informed by the county.	No right exists to demand repayment. 1)	No right exists to demand repayment. 4)	No right exists to demand repayment. 7)
Purposely withheld or misrepresented the facts.	Right exists to demand repayment of all aid paid in excess of amount entitled. 2)	Right exists to demand repayment of all aid paid during period of ineligibility. 5)	Right exists to demand repayment of all aid paid during period of ineligibility. 8)
Failed to report facts, believing them to be immaterial.	Same as in (2) immediately above. 3)	Right exists to demand repayment of the excess property* or the aid paid during period of ineligibility, whichever is lesser. 6)	Same as in (8) immediately above. 9)

*See definition in Section VI, B, 2 of this bulletin.

Example 13: For the past several months the recipient failed to report that his bank account had made personal property excessive. Since it became excessive because of small savings from his grant he thought his eligibility was not affected. Information in the column headed "Excess Property" which is in the square to the right of "The Recipient Failed to Report, Believing Facts Immaterial" governs (square 6).

If the recipient was underpaid for a past month(s) for which the county is required to pay retroactive aid (see Section A-1316, Item 11) the amount of repayment due may be decreased to the extent of such underpayment in lieu of issuing retroactive aid payments. The reason for a request for repayment in the reduced amount should be explained in the case record.

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X. GRANT OFFSET FOR PAST OVERPAYMENT WHEN RECIPIENT FAILED TO REPORT FACTS AND HAS LIQUID ASSETS

A recipient who is currently eligible, and who has liquid assets, may forgo aid which would otherwise be paid to him to offset the repayment due in lieu of repaying from his liquid assets. The county shall determine the method of repayment after weighing the circumstances in the individual case and its duty to safeguard public funds. However, the grant offset method may be used only if the recipient possessed liquid assets (see definition in Section V, B, on Page 8) at the time the amount of overpayment was determined in sufficient amount to provide support at the rate of the grant which would otherwise be paid during the period of offset.

If the grant offset method is used, the time limitation of the current adjustment period is not applicable. The grant offset is made in relation to the total repayment due, rather than to the amount which would normally be subject to adjustment following a month in which overpayment occurred.

A. Amount to be Offset is Less Than Grant to Which Eligible

If the amount of repayment to be offset is less than the amount to which the recipient is currently eligible, deduct the amount of repayment due from the grant which is otherwise payable for one month to offset the repayment.

B. Amount to be Offset is More Than the Grant to Which Eligible

Discontinue aid if the amount of repayment to be offset exceeds the amount of the grant to which the recipient is currently eligible. The recipient shall be advised in writing of the period over which he is expected to support himself from his liquid assets. He shall also be advised in writing of his responsibility to keep a record of his needs and income during this period, to report to the agency at the expiration of the period, or earlier as deemed necessary, for review of this detail, and to inform the agency promptly of any change in address.

The approximate period over which aid is discontinued to offset the repayment due is the number of calendar months determined by dividing the repayment amount, or the amount of liquid assets, whichever is lesser, by the amount of grant at the time of discontinuance. If a fractional month results, that portion which is allocable to a fractional month is deducted from the amount of aid otherwise payable in the month of restoration.

Example 11: In October the county learns that a recipient who is receiving a \$60 grant was overpaid the previous January through September and the total repayment due is \$480. He has \$500 liquid assets, and aid is discontinued in lieu of cash repayment. The discontinuance remains in effect for eight months (\$480 divided by \$60).

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Example 15: In October overpayment totalling \$500, which occurred during a period ending the previous June, is discovered. The recipient has \$300 liquid assets and his \$70 grant is discontinued in lieu of cash repayment. The discontinuance remains in effect for four months (\$300 divided by \$70 equals 4.28 months) which offsets \$280 of the \$500 repayment due. Aid is restored in the fifth month when the difference between the liquid assets (\$300) and \$280, or \$20, is subtracted from the amount otherwise payable. Demand is made for repayment of the difference between the amount of repayment which has been offset (\$300) and the amount of repayment due (\$500) or \$200.

Every case in which the aid of a currently eligible recipient having liquid assets is discontinued to offset repayment due shall be controlled as a collection account.

At such time as restoration of aid is requested the grant which would have been payable during the period of discontinuance shall be determined and the actual extent to which the repayment amount has been offset by discontinuance shall be computed. If this amount is less than anticipated at the time aid was discontinued, and the recipient is currently eligible, the county shall extend the period of discontinuance accordingly, or demand immediate repayment. If the recipient is ineligible for current aid for any reason, immediate demand shall be made for repayment of any unadjusted balance of repayment due.

G. Transfer Cases

When the aid of an eligible recipient who has established residence in another county is discontinued by the first county because of overpayment, the first county remains responsible for restoration and/or such collection activity as may be necessary prior to the date the second county is due to assume responsibility. (If aid is discontinued for some other cause, responsibility of the first county ceases.)

If overpayment for which repayment is due is determined after residence has been established in another county, the grant offset method is applicable only if the full amount due can be offset, with reasonable certainty, prior to the date that County B becomes responsible for aid as provided in Manual Section A-1440. (An offset plan whereby the recipient forgoes aid to be paid by County B would not offset repayment due to County A.)

If a grant offset plan has been initiated prior to establishment of residence in County B, such plan may be continued only if there is reasonable expectation that the full amount of repayment due will be offset prior to the date when County B is due to assume responsibility.

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XI. REPAYMENT WHEN TWO INELIGIBILITY FACTORS EXIST CONCURRENTLY

Two causes of ineligibility may exist concurrently, e.g., the recipient may have been overpaid because of income (and/or change in need), and during the same period personal property holdings may have been excessive. Compute the total amount of repayment due on the basis of each cause of ineligibility. Adjustment and/or demand for repayment shall then be based upon the single eligibility factor which resulted in the larger amount of repayment due. If circumstances have so changed that the recipient is currently eligible and adjustment can be made within the two months following a month in which overpayment occurred, proceed as herein outlined in Sections V, VI, VII.

XII. REPEALED OR REVISED MANUAL SECTIONS

This bulletin repeals the following sections of the Old Age Security Manual of Policies and Procedures:

- A-1310, Decrease in Grant
- A-1312, Discontinuance of Aid
- A-1356, Investigation of Overpayments
- A-1358, Right to Request Repayment

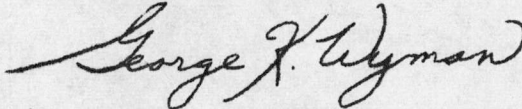
It is supplementary to or supersedes content of other sections which may be contrary to its provisions. These sections include:

- A-280, Restoration of Aid (last two paragraphs)
- A-1318, Notification to Recipient of Change in Grant
- A-1320, OAS Authorization Document (Items 11 and 16)
- A-1321, Instructions For Coding Persons for Discontinuance on
Form AG 278 (code 69)
- A-1495, Discontinuance & Restoration of Aid during Transfer Period

XIII. RETROACTIVE APPLICATION OF RULINGS

The provisions of the bulletin govern all decreases and discontinuances and demands for repayment which are initiated on and after September 7, 1955, even though the period in which overpayment occurred was prior to that date.

Very truly yours,



George K. Wyman
Director

Attachment

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IMPORTANT NOTICE TO ALL PERSONS RECEIVING OLD AGE SECURITY

READ THIS NOTICE CAREFULLY AND KEEP IT FOR REFERENCE

You are required under the law to report to us all facts which may change your right to receive aid or the amount of aid you receive. It places on us the duty to tell you of your rights and your duty to report these facts to us.

We must, under the law, require you to pay back any money you should not have received if your failure to report the facts to us was the reason you received too much aid.

1. You Are Required to Report Changes

It is important that you report promptly and fully any change in your income or your need so that your aid can be paid in the right amount. Should you become ineligible to receive any aid because you no longer meet the requirements of the law, you must notify us immediately so your aid can be stopped.

2. If You Have Reported All of the Facts

The change may have happened too late in the month, or your report may have been received too late to permit us to change your check. If you are still eligible, we can change your payment for the next one or two months to correct an overpayment. Under some circumstances, we can grant additional aid for recent months to correct an underpayment if you have reported the facts promptly.

3. If You Fail to Report

If you received too much aid in any month because you failed to report the facts, we can change the grant which we would otherwise pay you for the next two months to correct the overpayment. You must repay any balance due from your bank account or other assets.

If your present circumstances are such that you are eligible to receive aid, and you have a bank account or stocks, bonds or other securities, you may have to repay from your liquid assets or we may stop your aid for a while. The detail regarding this has to be worked out when you are notified of the amount of repayment which is due.

The law provides that any person who knowingly obtains or attempts to obtain aid to which he is not entitled, or a larger amount than that to which he is legally entitled, is guilty of a misdemeanor.

SEE BACK OF THIS NOTICE FOR A
LIST OF THINGS YOU MUST REPORT

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THESE ARE THE KINDS OF CHANGES YOU MUST REPORT:

Income - Report when you begin to receive income from any source. This includes cash from earnings, relatives or others, unemployment insurance, veterans' benefits, Social Security (Old Age and Survivors Insurance), rent from real property which you may own, etc.

Income also includes things which are provided free of charge by relatives or others, such as free rent, free board and room, etc., and includes payments by others of your medical, hospital, or other debts or bills.

If you are married and your husband or wife starts to work, or the husband's or wife's earnings increase, this fact must be reported promptly.

Report promptly if your income from any source increases or decreases. Also report if your income from any source stops, or if a husband or wife who has been working is no longer employed.

Needs - Many people have needs which arise because of illness, physical handicap, high rent, necessary repair to the home, etc. These are called "special needs." Report promptly if you have medical needs, or other special needs. It may be that your grant cannot be increased to make allowance for your special needs. If an increase is possible, however, it cannot be made unless you report the facts promptly.

Notify us if there is any change in the cost of a special need which you have previously reported, or if you no longer have any expense for it.

Real Property - Notify us if you buy or sell any real property, such as your home, another house, a lot, etc.

Personal Property - Notify us if there is any change in the amount or type of your personal property holdings, such as bank accounts, stocks, bonds, notes, etc.

Inheritance and Gifts - Report if someone dies and leaves you some money, or insurance, or real property, or if you receive a gift of money or property from some other source.

Change of Address - If you move, report your new address immediately; otherwise, receipt of your next check may be delayed because it was mailed to the wrong address.

You may report changes by letter, by calling at our office, or by telephoning your social worker. DO NOT DELAY.

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(Pursuant to Government Code Section 11380.1)

GEORGE K. WYMAN
DIRECTOR

GOODWIN J. KNIGHT
GOVERNOR

STATE OF CALIFORNIA
DEPARTMENT OF SOCIAL WELFARE
616 K STREET
SACRAMENTO 14
August 1, 1955

DEPARTMENT BULLETIN NO. 519 (FISCAL)

TO: COUNTY WELFARE DEPARTMENTS
COUNTY BOARDS OF SUPERVISORS
COUNTY AUDITORS

Subject: AB 1408
Repayments

The enactment of Chapter 875, Statutes of 1955 (AB 1408), creates new criteria for the determination of whether or not the right exists to demand repayment and provides a new method for the liquidation of repayments receivable if debtors are in possession of liquid assets and are currently eligible to aid. See also Department Bulletins Nos. 514, 515, 518 relating to AB 1408.

Chapter IV of the Manual of Fiscal Policies and Procedures remains in full force and effect with certain exceptions and modifications contained in this bulletin.

The Demand for Repayment (F-410) shall specify whether the debtor (if in possession of liquid assets) shall liquidate the debt by offset (discontinuance or decrease), by repayment in cash or by providing security to guarantee future payment. The demand shall also inform the debtor of his right to be represented by a person of his own selection whenever the debt is discussed with him.

The determination of debtor's ability to repay must be made in all cases (not only for those owing \$50 or more) in order to determine the existence of liquid assets whose ownership would enable liquidation of the debt by the grant offset method.

Notwithstanding the provisions of F-430, Source of Repayment, the current grant may be discontinued (or reduced) to offset previous overpayments for which the right to demand repayment exists to the extent that the debtor owns liquid assets.

The Plan for Collection of Repayments shall take into consideration the option to discontinue (or reduce) aid in those cases where the rules permit a grant offset to liquidate the debt. In cases of ownership of other than liquid assets, the requirement that all possible efforts be made to obtain security for the debt, even to the point of obtaining court judgments, is not modified.

County Repayment Receivable Records shall continue to be maintained as required by F-470 with the further requirement that debt liquidations effected by discontinuance (or decrease) shall be posted thereto with an asterisk (*) or code designation indicating that the credit item resulted from grant offset.

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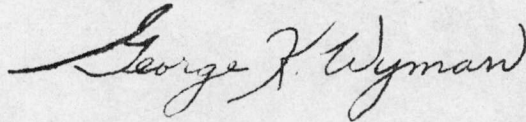
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The Classification of Repayment Receivable Accounts (F-480) remains in force, and accounts being liquidated by grant offset shall be classified as "active accounts." Reclassifications of accounts from "active" or "inactive" to "closed" may occur on the same grounds as provided in this section, but no account may be closed if a reduction or liquidation of the debt can be effected by the grant offset method.

The Quarterly Repayment Report (F-490), required to be made on Form ABC 830, has been revised to include an item to reflect "offsets" under "Repayments Received During the Current Quarter." Transactions need no longer be broken down for active, inactive secured and inactive unsecured accounts, although this breakdown will still be required for the inventory figure at the end of the quarter. Beginning inventory must always equal the ending inventory of the previous quarterly report and a separate item is provided for correcting entries which must be specified in a footnote or the transmittal letter. The submission of monthly reports remains optional with the county.

The above new requirements and modifications will be incorporated in a future reissuance of Chapter IV.

Very truly yours,



George K. Wyman
Director

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**CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE**
(Pursuant to Government Code Section 11380.1)

State of California

Department of Social Welfare

QUARTERLY REPAYMENT REPORT

Program: _____ for period _____ through _____ County: _____

DESCRIPTION	NO. OF ACCOUNTS	AMOUNT
A. Total Repayment Receivable Accounts at the End of the Previous Quarter	_____	_____
Add:		
B. New Accounts Set Up and Closed Accounts Reactivated During the Current Quarter	_____	_____
Total	_____	_____
C. Repayments Received During the Current Quarter	_____	_____
A. Cash	No. of Accounts	Amount
In Full	_____	_____
Partial	xxxxxx	_____
B. Offsets	_____	_____
Total Repayments Received	_____	_____
Subtotal	_____	_____
Accounts Closed During the Period for Reasons Other Than Repayment in Full (See Sec. F-480)	_____	_____
Subtotal	_____	_____
Adjustments to Correct Erroneous Prior Reports. (Show + or - and specify in footnote)	_____	_____
Total Repayment Receivable Accounts at the End of the Current Quarter.	_____	_____
Breakdown of Total Accounts at End of Quarter:		
	No. of Accounts	Amount
A. Active	_____	_____
B. Inactive Secured	_____	_____
C. Inactive Unsecured	_____	_____
Date	Signature of County Welfare Director	

Submit one copy to State Department of Social Welfare
616 K Street, Sacramento, California

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CONTINUATION SHEET
 R FILING ADMINISTRATIVE REGULAT
 WITH THE SECRETARY OF STATE
 (Pursuant to Government Code Section 11380.1)

WVIC 115, 116, 2160, 2160.1
 S 2160.2, 2160.3, 2160.4
 2160.5, 3044

GEORGE K. WYMAN
 DIRECTOR

GOODWIN J. KNIGHT
 GOVERNOR

STATE OF CALIFORNIA
 DEPARTMENT OF SOCIAL WELFARE
 616 K STREET
 SACRAMENTO 14
 August 1, 1955

DEPARTMENT BULLETIN NO. 520 (FISCAL)

TO: COUNTY WELFARE DEPARTMENTS
 COUNTY BOARDS OF SUPERVISORS
 COUNTY AUDITORS

Subject: Claiming for OAS and ANB
 Patients in Public Medical
 Institutions.

Sections 2160, 2160.5 and 3044 of the Welfare and Institutions Code have been amended by Chapters 1719 and 1720 Statutes of 1955 (AB 3301 and 3302) which add Sections 2160.1, 2160.2, 2160. and 2160.4. Sections 2160.7 and 3044.1 are repealed, and cancel Fiscal Manual Section F-900, Claims for County Institutional Subvention. The amendments affecting OAS are effective October 1, 1955, while the amendments affecting ANB are effective September 7, 1955. For full text of amended law and regulations pertaining to payment of aid see Dept. Bulletins 516 and 517.

The amendments provide for payments to OAS and ANB patients in Public Medical Institutions for personal and incidental expenses as well as payments to the institution for medical care rendered. The total of both payments shall not exceed the amount to which the recipient is currently eligible.

Payments shall be made to the recipient in advance and to the institution after the end of the month for which the care was rendered. In order to facilitate claiming the following rules apply:

Payments to recipients for personal and incidental expense, together with vendor payments to the hospital, shall be reported on the following claim forms:

AB 800-V, Certification - Recipients in Public Medical Institutions	(in triplicate)
AB 801-V, Payroll or Contra Roll - Recipients in Public Medical Institutions	(1 copy)
AB 802-V, Claim Summary Sheet - Recipients in Public Medical Institutions	(in triplicate)
AB 816, Schedule of Adjustments	(1 copy)
ABC 820 or 820A - Reconciliation Statement	(in triplicate)

Forms AB 800-V, Certification, and AB 802-V, Claim Summary Sheet, are self-explanatory and follow the same pattern as regular OAS and ANB claims. Form AB 816, Schedule of Adjustments, and ABC 820 or 820A, Reconciliation Statement, are used in these claims in the same manner as in regular OAS and ANB claims. When used in the claims for Recipients in Public Medical Institutions they shall be identified accordingly.

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CONTINUATION SHEET
OR FILING ADMINISTRATIVE REGULATION IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

Form AB 801-V, Payroll or Contra Roll, is similar to the other OAS and ANB payroll form, AB 801, with the following exception:

Both payments to the recipient and the institution will be shown on the payroll (amount to recipient in Col. 3 and amount to institution in Col. 4), the total of both being shown in Col. 5.

Payrolls may be arranged in either of the following orders:

1. In case number order showing the name of the recipient and the institution, the amount paid to the recipient, the amount to the institution, the total payment for both, the amount in excess of federal basis, and in Column 8 the number of the warrant issued to the recipient. At the end of the payroll show the total amount paid to each institution in Column 7 (remarks) and the warrant number or journal entry identification in Column 8.

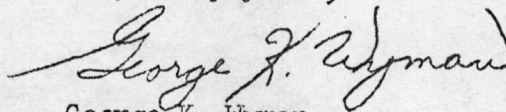
2. In alphabetical order by name of institution and list in case number order the recipients in that institution. Show case number, name of recipient, amount paid directly to recipient, amount paid to institution, total payment for both, amount in excess of federal basis, and in Column 8 the number of the warrant issued to the recipient. List opposite the name of the institution the total payment to that institution in Column 7 (remarks) and the warrant number in Column 8.

If a recipient leaves the institution before the end of the month, payments made directly to him shall not be included in the claim for recipients in Public Medical Institutions; claims for all such payments must be shown on the regular OAS or ANB claims. If the recipient leaves too late in the month to include both payments on the current OAS or ANB claim, neither payment will be claimed on the current month but will be included in the next month's claim in the supplemental payrolls. Example: An OAS recipient in a public medical institution receives \$15.00 for personal and incidental expenses on December 1. On December 29 he is released from the institution and on January 5, he receives the remainder of his December grant. The January payroll will include his regular January warrant as well as the two warrants received for December. If he had been released prior to cut off date the two payments for December could be included on the December claim.

Claims shall reach the SDSW, 616 K Street, Sacramento, not later than the last day of the month following the month of the claim. Example: Payment made directly to recipient on October 1, 1955. Payment to Public Medical Institution on November 15, 1955. Claim must reach SDSW by November 30, 1955.

The claim for ANB Recipients in Public Medical Institutions for the month of September 1955 shall be prorated. Example: A recipient is eligible to a monthly grant of \$90.00 and is in a public medical institution. His personal needs are \$15.00 for a full month and the cost of the institutional medical care is in excess of \$75.00. On September 7, he will be eligible to 24/30 of \$15.00, or \$12.00, and payment to the institution will be 24/30 x \$75.00, or \$60.00. Also, county institutional subvention in the amount of \$35.20 will be claimable for the month of September.

Very truly yours,



George K. Wyman
Director

DO NOT WRITE IN THIS SPACE

State of California

Certification

Recipients in Public Medical Institutions

Department of Social Welfare

OAS or ANB

COUNTY _____

MONTH _____, 195_____

Forward three signed copies with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14

EXPLANATION Items	PERSONS COUNT		AMOUNTS CLAIMED				FOR STATE USE ONLY											
	No. of Persons Eligible to Federal Participation A	No. of Persons Ineligible to Federal Participation B	Total Aid Paid (or Repaid) C	Amount Ineligible To Federal Participation D	Amount in Excess of Federal Base E	Federal Basis Amount F	For Accounting Use, Post as Month of _____											
1. Total payments to recipients (Form 801-V, Col. 3, Total of current and prior month payrolls, minus current cancellations.)																		
2. Total payments to Institutions (Form 801-V, Col. 4, Total of current and prior month payrolls)																		
3. Total Aid Paid in Current Month (Form AB 802-V, Column D)	Form 802-V Lines 1 plus 5	Form 802-V Lines 9 plus 11	Form 802-V Line 14	Form 802-V Lines 10 plus 12	Form 802-V Line 13	Form 802-V Line 4 plus 8	* The Totals of Cols. C and D, lines 1 plus 2, will equal the amounts shown in line 3, Cols. C and D.											
4. Plus or Minus Repayments, Adjustments & Prior Months' Cancellations. (Form AB 802-V, Column H)																		
5. Net Adjusted Aid Claimed. (Cols. A thru F from Form AB 802-V, Col. J) (Cols. G, H, J from Form AB 802-V, Line 14, Cols. K, L, M)							<table border="1"> <thead> <tr> <th colspan="3">PARTICIPATING SHARES</th> </tr> <tr> <th>FEDERAL G</th> <th>STATE H</th> <th>COUNTY J</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			PARTICIPATING SHARES			FEDERAL G	STATE H	COUNTY J			
PARTICIPATING SHARES																		
FEDERAL G	STATE H	COUNTY J																

I HEREBY CERTIFY, under penalty of perjury, that I am the official responsible for the administration of Old Age Security and Aid to Needy Blind in and for said county; that the aid payments, repayments, and adjustments reflected herein have been made in accordance with all provisions of the Welfare and Institutions Code and the rules and regulations of the State Social Welfare Board.

I HEREBY CERTIFY, under penalty of perjury, that I am the officer in aforesaid county responsible for the examination and settlement of accounts; that the amounts claimed herein are in accordance with authorizations for Old Age Security or Aid to Needy Blind made by the county; that said amounts correctly reflect Federal, State, and County shares in the aid payments claimed; and that payments therefor have been made according to law and the rules and regulations of the State Social Welfare Board.

Signature of County Welfare Director
DATE _____

Signature of County Auditor
DATE _____

AID PAYROLL (OR CONTRA ROLL) * Stat
FOR RECIPIENTS IN PUBLIC MEDICAL INSTITUTIONS

Forward TWO Copies to
State Department of Social Welfare
Sacramento, California

Type of Roll _____ Warrants to Recipients Dated _____

Warrant(s) to Institution(s) Dated _____

(Indicate Non-County cases by (N), Non-Federal cases by (X) and Non-County Non-Federal cases by (S) after amount in Column 5.)
* When using this form as a contra roll for repayments or cancellations, report in Column 7 the month(s) to which each item applies.

(1) RECIPIENT'S NAME AND INSTITUTION	(2) STATE NUMBER	(3) PAYMENT TO RECIPIENT	(4) PAYMENT TO INSTITUTION	(5) TOTAL AID PAID SUMS OF COLS. 3 AND 4	(6) EXCESS OF FEDERAL BASIS	(7) REMARKS *	(8) WARRANT NUMBER
			</				

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State of California

CLAIM SUMMARY SHEET

Department of Social Welfare

OAS AND ANB RECIPIENTS IN PUBLIC MEDICAL INSTITUTIONS

Forward three copies with monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14

 Program _____ County _____
 (OAS or ANB)
 Prepared by _____ Month _____, 195

EXPLANATION		TRANSACTIONS AFFECTING CURRENT MONTH				Repayments of Aid Current and Prior Months (Form 801-V Contra)	Prior Month Warrants Cancelled (Form 801-V Contra)	Adjustments Current and Prior Months (Form 816)	Net Total (Col. E+F +or-G)	Net Totals Current and Prior (Col. D +or-H)	PARTICIPATING SHARES		
STATUS	ITEMS	Aid Payrolls Current Month (Form 801-V) A	Aid Payrolls Prior Month (Form 801-V) B	Current Month Warrants Cancelled (Form 801-V Contra) C	Net Total (Col. A+B-C) D	E	F	G	H	J	Federal K	State L	County M
REGULAR (R) CASES	1. No. of Persons										Regular (R) Cases Federal Share: \$7.50 x 1J plus $\frac{1}{2}$ of 4J. State Share OAS: $\frac{6}{7}$ of (2J minus 4K). State Share ANB: $\frac{3}{4}$ of (2J minus 4K). County Share OAS: $\frac{1}{7}$ of (2J minus 4K). County Share ANB: $\frac{1}{4}$ of (2J minus 4K).		
	2. Amount Claimed 801-V, Col 15												
	3. Excess of \$55 801-V, Col 16												
	4. Federal Basis (Line 2-3)												
NON-COUNTY (N) CASES	5. No. of Persons										Non-County (N) Cases Federal Share: \$7.50 x 5J plus $\frac{1}{2}$ of 8J. State Share OAS and ANB: 6J minus 8K.		
	6. Amount Claimed 801-V, Col 15												
	7. Excess of \$55 801-V, Col 16												
	8. Federal Basis (Line 6-7)												
NON-FEDERAL (X) CASES	9. No. of Persons										Non-Federal (X) Cases State Share: OAS $\frac{6}{7}$, ANB $\frac{3}{4}$ of 10J. County Share: OAS $\frac{1}{7}$, ANB $\frac{1}{4}$ of 10J.		
	10. Amount Claimed 801-V, Col 15												
NON-COUNTY NON-FEDERAL (S) CASES	11. No. of Persons										Non-County-Non-Federal (S) Cases State Share OAS and ANB, 12J.		
	12. Amount Claimed 801-V, Col 15												
13. Total Excess (Sum of Lines 3 and 7)											TOTAL PARTICIPATING SHARES		
14. Total Amount Claimed (Sum of Lines 2, 6, 10, & 12)											Federal 4K + 8K	State 4L+8L+10L+12L	County 4M + 10M

CONTINUATION SHEET
DR FILING ADMINISTRATIVE REGULA IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

INSTRUCTIONS FOR PREPARATION OF FORM AB 802-V, CLAIM SUMMARY SHEET
OAS AND ANB PUBLIC MEDICAL INSTITUTIONS

Fill in the name of the program (OAS or ANB), the county name, and month of claim at the top of the form.

- A. Column A includes all warrants issued during the current month for the current month. (From Col. 5 of Form AB 801-V.) For the purposes of the Public Medical Institutional claim "Current Month" is the month for which the payments to the recipient and/or the institution are made. Although the warrant to the institution was not issued until the subsequent month it shall be included as a payment in the column headed "Aid payrolls - current month".
- B. Column B includes all warrants issued during the current month for prior months except as listed in "A" above. (From Col. 5 of Form AB 801-V)
- C. Column C includes all warrants issued and cancelled during the current month for both the current and prior months. (From Col. 5 of Form AB 801-V)
- D. Column D is the sum of Columns A plus B minus C.
- E. Column E includes all repayments received during the current month for both the current and prior months. Show all amounts in this column in red or parenthesis. (From Col. 5 of Form AB 801-V)
- F. Column F includes all warrants issued during prior months which have been cancelled during the current month. Show all amounts in this column in red or parenthesis. (From Col. 5 of Form AB 801-V)
- G. Column G includes all adjustments (not including repayments) for items claimed in current or prior months. Both plus and minus adjustments are included in this column. Minus adjustments are shown in red or parenthesis. Plus adjustments are shown in black. (From Form AB 816)
- H. Column H is the sum of Columns E plus F plus or minus G. If the net result is minus, the amount is shown in red or parenthesis.
- J. Column J is Column D plus or minus Column H. Show any minus amounts in this column in red or parenthesis.

Lines 1 through 14 are completed as follows:

1. Enter in Lines 1, 2, and 3 in Columns A through J the number of persons, amounts claimed, and excess amount for all Regular (R) case transactions as applicable to each column. Enter in Line 4 in Columns D, H, and J the difference between Lines 2 and 3 in each column and in Columns K, L, and M the respective federal, state, and county shares in all Regular payments. The total of Columns K, L, and M on Line 4 should equal the amount shown in Column J, Line 2.
2. Enter in Line 5, 6, 7, and 8 all transactions affecting Non-County (N) cases in the same manner as explained in paragraph 1. The totals of Columns K and L, Line 8, should equal the amount entered in Column J, Line 6.
3. Enter in Lines 9 and 10 all transactions affecting Non-Federal (X) cases, and on Lines 11 and 12 all transactions affecting Non-County Non-Federal (S) cases. The totals in Columns L and M, Line 10, should equal the amount entered in Column J, Line 10. The amount in Column L, Line 12, should equal the amount entered in Column J, Line 12.
4. Enter in Line 13, Columns A through J, the totals of Lines 3 and 7. Enter in Line 14, Columns A through J, the totals of Lines 2, 6, 10, and 12.
5. Enter in Line 14, Columns K, L, and M, the total federal, state and county shares from Lines 4, 8, 10, and 12. The sum of the amounts in Columns K, L, and M on Line 14 should equal the amount entered in Column J, Line 14.

DO NOT WRITE IN THIS SPACE

CONTINUATION SHEET
FOR FILING ADMINISTRATIVE REGULATIONS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

RECONCILIATION STATEMENT
COUNTY AUTHORIZATIONS TO AUDITOR'S PAYMENTS
AS CLAIMED TO SDSV

PROGRAM _____

COUNTY _____

MONTH OF CLAIM _____, 19____

DO NOT WRITE IN THIS SPACE

- 1. Continuing aid payments previously authorized in Master Deck Control for previous month. (Item 4 of the Reconciliation Statement, Form ABC 820, of the previous month) \$ _____
- 2. Plus additional aid payments for this month received prior to the cut-off date for changes in the Master Deck:
 - a. New cases and restorations. (Col. 3 of Form ABC 822) \$ _____
 - b. Net amount of increases. (Col. 4 of Form ABC 822). _____
 - c. Sum of Items 2a and 2b. _____
 - d. Subtotal. (Item 1 plus Item 2c) _____
- 3. Less reductions in aid payments for this month received prior to the cut-off date for changes in the Master Deck:
 - a. Discontinuances. (Col. 5 of Form ABC 822). _____
 - b. Net amount of decreases. (Col. 6 of Form ABC 822). _____
 - c. Sum of Items 3a and 3b. _____
- 4. Net amount of authorized continuing aid payments in Master Deck Control for this month. (Item 2d minus Item 3c) _____
- 5. Plus additional aid payments for this month received after the cut-off date for changes in the Master Deck:
 - a. New cases and restorations. (Col. 3 of Form ABC 822) \$ _____
 - b. Net amount of increases. (Col. 4 of Form ABC 822). _____
 - c. Sum of Items 5a and 5b. _____
 - d. Subtotal. (Item 4 plus Item 5c). _____
- 6. Less reductions in aid payments for this month received after the cut-off date for changes in the Master Deck:
 - a. Discontinuances. (Col. 5 of Form ABC 822). _____
 - b. Net amount of decreases. (Col. 6 of Form ABC 822). _____
 - c. Sum of Items 6a and 6b. _____
- 7. Total aid authorized to be paid this month for this month. (Item 5d minus Item 6c) _____
- 8. Amount of aid authorized to be paid this month for prior months. (Col. 8 of Form ABC 822). _____
- 9. Total aid authorized to be paid this month. (Item 7 plus Item 8) _____
- 10. Amount claimed this month:
 - a. Line 1, Col. C, Form AG, B1, or CA 800. _____
 - b. Line 14, Col. D, Form AB 802A; or
Line 1, Col. D, Form CA 802A. _____
 - c. Total aid claimed. (Item 10a plus 10b) _____
- 11. Difference, if any, between Items 9 and 10c. Explain any difference below or on a separate sheet _____

CERTIFICATION

I hereby certify that the amounts stated herein are true and correct and are properly supported by auditable records conveniently accessible in the county.

SIGNED: _____ TITLE: _____ DATE: _____

See Reverse Side for Instructions

CONTINUATION SHEET
DR FILING ADMINISTRATIVE REGULA 45
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

NOTICE ! !

SEPARATE BATCH VOUCHERS ARE REQUIRED FOR AUTHORIZATIONS RECEIVED
BEFORE AND AFTER THIS MONTH'S CUT-OFF DATE FOR MASTER DECK CHANGES

INSTRUCTIONS FOR COMPLETION OF FORM ABC 820

Forward three copies with each monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14.

Enter in the heading the county name and the month of the claim. The body of the form is completed as follows:

- Item 1. Enter the amount of the continuing aid authorized by the county in the Master Deck Control for the previous month. This will be the same figure as stated in Item 4 of the previous month's reconciliation statement unless there has been an error in amounts previously reported. Any correction of a previous error shall be fully explained as a reconciling item.
- Item 2a. The amount to be entered here will include all authorized new cases and restorations affecting the month of claim received after last month's cut-off date and prior to this month's cut-off date for changes in the Master Deck. If aid is authorized to begin during the month, only the amount of the authorization for the partial month should be entered. Do not include authorizations received for prior months. These are to be included in Item 8. The amount entered here is transcribed from the total in Col. 3 of Form ABC 822, Register of County Authorizations (or its equivalent in use in the county), for the month of claim.
- Item 2b. The same rules apply here as for Item 2a. Include only increases received after last month's cut-off date and prior to this month's cut-off date for changes in the Master Deck which affect the month of claim; i.e., the net amount by which grants are increased. Item 2b shall include increases to bring the immediate previous month's partial payments up to the total authorized monthly grants. Do not include authorizations covering supplemental payments for prior months. These are to be included in Item 8. The amount entered here is transcribed from the total in Col. 4 of Form ABC 822 for the month of claim.
- Item 3a. Enter the amount of all discontinuances authorized to become effective on the last day of a previous month received after last month's cut-off date and prior to this month's cut-off date for changes in the Master Deck. The amount entered here is transcribed from the total in Column 5 of Form ABC 822 for the month of claim.
- Item 3b. Enter the amount of all authorized decreases affecting the month of claim received after last month's cut-off date and prior to this month's cut-off date for changes in the Master Deck; i.e., the net amount by which grants are decreased. The amount entered here is transcribed from the total in Col. 6 of Form ABC 822 for the month of claim.
- Items 5 and 6. Include in Items 5 and 6 as applicable all authorizations for payments or changes in payments for the month of claim which are received after this month's cut-off date for changes in the Master Deck. Separate Batch Vouchers, Form ABC 821, and Register of Authorizations, Form ABC 822 (or their equivalents in use in the county), shall be kept for authorizations received after this month's cut-off date for Master Deck changes.
- Item 8. Enter the amount of all retroactive aid authorizations approved this month for prior months including any authorizations requiring new warrants to cover retroactive decreases. Also include authorizations for return of erroneous repayments of aid unless they are reported as credits on the repayment contra roll (see Manual Section F 730, Item I). Do not enter any cancellations for warrants issued in prior months as these are not included within the scope of the reconciliation. The amount entered here is transcribed from the total in Col. 8 of Form ABC 822 for the month of claim.
- Item 9. This figure is the total amount of aid authorized to be paid in the month of claim, which should have been given effect by the county through issuance and cancellation of warrants during the month, except cancellations of warrants issued during prior months.
- Item 10a. Enter the net amount of aid paid as reported on Form Ag, Bl, Ca 800, Certification, Line 1, Column C, for the month of claim.
- Item 10b. For ANB and OAS enter the net amount of aid paid as reported for the month on Form AB 802 A, Line 14, Column D. This item is not used for AFSE.
For ANC voucher claims enter the net amount of aid paid as reported for the month on Form CA 802A, Line 1, Column D. This item is not used for ANC-BHL.
- Item 10c. This figure is the total amount of aid claimed.
- Item 11. Enter the difference (plus or minus) between the amount stated in Item 9 and the amount in Item 10c. If the claim has been correctly prepared in accordance with County Authorizations, this figure should be zero. If there is a difference, explain reconciling items in detail below Item 11 or on a separate sheet so that they may be taken into account in preparing the claim and the reconciliation for the following month. If there has been no error in recording county authorizations in the Register of Authorizations (or its equivalent), any difference is in the claim itself (certification, claim summary sheet or the supporting payrolls and current cancellation contra roll).

The certification at the foot of the form is to be signed by the county official under whose direction the reconciliation is prepared; i.e., the County Welfare Director or the County Auditor.

NOTE: In ANC the authorizations used in reconciling include county supplemental aid.

DO NOT WRITE IN THIS SPACE

RECONCILIATION STATEMENT
COUNTY AUTHORIZATIONS TO AUDITOR'S PAYMENTS
AS CLAIMED TO SDSW

PROGRAM _____

COUNTY _____ MONTH OF CLAIM _____, 195

1. Continuing aid payments previously authorized (Item 7 of the Reconciliation Statement, Form ABC 820-A, of the previous month)..... \$ _____
2. Add new aid payments authorized for this month (all new cases and restorations) (Col. 3, Form ABC 822).....\$ _____
3. Add the amount of increases in continuing aid payments authorized for this month (Col. 4, Form ABC 822)..... _____
4. Sub total (Item 1 plus Items 2 and 3)..... _____
5. Subtract all aid payments authorized to be discontinued which affect this month. (Col. 5, Form ABC 822)..... _____
6. Subtract the amount of decreases in continuing aid payments authorized for this month (Col. 6, Form ABC 822)..... _____
7. Net amount of continuing aid payments authorized for this month (Item 4, less the sum of Items 5 and 6)..... _____
8. Add the amount of aid authorized to be paid this month for prior months (Col. 8, Form ABC 822)..... _____
9. Total aid authorized to be paid this month (Item 7 plus Item 8)..... _____
10. Amount claimed this month
- a. Line 1, Col. C, Form Ag, Bl, or CA 800..... _____
- b. Line 14, Col. D, Form AB 802A; or
Line 1, Col. D, Form CA 802A _____
- c. Total aid claimed (Item 10a plus 10b)..... _____
11. Difference, if any, between Items 9 and Item 10c. Explain any difference below or on a separate sheet..... _____

NOT WRITE IN THIS SPACE

CERTIFICATION

I hereby certify that the amounts stated herein are true and correct and are properly supported by auditable records conveniently accessible in the county.

SIGNED: _____ TITLE: _____ DATE: _____, 195

See Reverse Side for Instructions

CONTINUATION SHEET
DR FILING ADMINISTRATIVE REGULA IS
WITH THE SECRETARY OF STATE
(Pursuant to Government Code Section 11380.1)

INSTRUCTIONS

Forward three copies with each monthly claim to State Department of Social Welfare, 616 K Street, Sacramento 14.

Enter in the heading the county name and the month of the claim. The body of the form is completed as follows:

- Item 1.** Enter the amount of the continuing aid authorized by the county for the previous month. This will be the same figure as stated in Item 7 of the previous month's reconciliation statement unless there has been an error in amounts previously reported. Any correction of a previous error is to be fully explained as a reconciling item.
- Item 2.** The amount to be entered here will include all authorized new cases and restorations affecting the month of claim. If aid is authorized to begin during the month, only the amount of the authorization for the partial month should be entered. Do not include authorizations for prior months. These are to be included in Item 8. The amount entered here is transcribed from the total in Col. 3 of Form ABC 822, Register of County Authorizations (or its equivalent in use in the county), for the month of claim.
- Item 3.** The same rule applies here as for Item 2. Include only increases which affect the month of claim; i.e., the net amount by which grants are increased. This includes increases to bring the immediate previous month's partial payments up to the total authorized monthly grants. Do not include authorizations covering supplemental payments for prior months. These are to be included in Item 8. The amount entered here is transcribed from the total in Col. 4 of Form ABC 822 for the month of claim.
- Item 5.** Enter the amount of all discontinuances authorized to become effective on the last day of a previous month. The amount entered here is transcribed from the total in Column 5 of Form ABC 822 for the month of claim.
- Item 6.** Enter the amount of all authorized decreases affecting the month of claim; i.e., the net amount by which grants are decreased. The amount entered here is transcribed from the total in Col. 6 of Form ABC 822 for the month of claim.
- Item 8.** Enter the amount of all retroactive aid authorizations approved this month for prior months including any authorizations requiring new warrants to cover retroactive decreases. Also include authorizations for return of erroneous repayments of aid unless they are reported as credits on the repayment contra roll (see Manual Section F-730, item I). Do not include any cancellations for warrants issued in prior months as these are not included within the scope of the reconciliation. The amount entered here is transcribed from the total in Col. 8 of Form ABC 822 for the month of claim.
- Item 9.** This figure is the total amount of aid authorized to be paid in the month of claim, which should have been given effect by the county through issuance and cancellation of warrants during the month, except cancellations of warrants issued during prior months.
- Item 10a.** Enter the net amount of aid paid as reported on Form Ag, Bl, or CA 800, Certification, Line 1, Column C, for the month of claim.
- Item 10b.** For ANB and OAS enter the net amount of aid paid as reported for the month on Form AB 802A, Line 14, Column D. This item is not used for APSE.
- For ANC voucher claims enter the net amount of aid paid as reported for the month on Form CA 802A, Line 1, Column D. This item is not used for ANC-BHI.
- Item 10c.** This figure is the total amount of aid claimed.
- Item 11.** Enter the difference (plus or minus) between the amount stated in Item 9 and the amount in Item 10c. If the claim has been correctly prepared in accordance with County Authorizations, this figure should be zero. If there is a difference, explain reconciling items in detail below Item 11 or on a separate sheet so that they may be taken into account in preparing the claim and the reconciliation for the following month. If there has been no error in recording county authorizations in the Register of Authorizations (or its equivalent), any difference is in the claim itself (certification, claim summary sheet or the supporting payrolls, and current cancellation contra roll).

The certification at the foot of the form is to be signed by the county official under whose direction the reconciliation is prepared; i.e., the County Welfare Director or the County Auditor.

Note: In ANC the authorizations used in reconciling include county supplemental aid.

DO NOT WRITE IN THIS SPACE